



June 2025

President's Message

Here it is. The last newsletter for the 2024/25 school year. Give yourselves a big pat on the back, we've made it. The past ten months have been full of moments of joy, enthusiasm, accomplishment but also struggles, hurt and disappointment. Working in education, in all the fields that are required, is not an easy task. It takes a commitment to compassion and caring and an undying drive to achieve success no matter how big or small it is. Do not underestimate all that you do and all that you mean to the St James Assiniboia community. Take the summer months to rest, recharge and reflect on what you were a part of. Be proud, I know I am. I am proud of every member of MANTE and all that you bring to this Association.

In other news, thank you to all members who came out to our AGM last month. It is always great to see members in person instead of just through an email. There were some changes to the Executive committee that were announced at the AGM. We gave a huge thank you to Robyn King and Jenn Plesh for all the contributions they made to the executive over the years. Robyn has been our treasurer since 2019 and has kept our finances in check. Jenn Plesh joined as an EA rep in 2022 and has been a valuable voice at the table. Sheri Aussant was appointed to the open EA rep position. Sheri brings with her years of experience within the division. We also announced the shuffling of two existing executive members. Cerys Hooper moves from secretary into the role of treasurer and Kerry Fraser moves from secretary rep into the secretary position. This does still leave two open positions within the executive, vice president and a secretary rep position. We are also looking for school liaisons for the upcoming school year. More information regarding this can be found in last month's newsletter. If you are interested in any of these positions, please reach out.

I know that the end of the school year always brings some unease regarding positions for the 25/26 school year. I know that the process of getting through the first mass posting is almost complete or may be complete by the time I post this, and it may not end with the results you were hoping. I encourage members to continue to look at the job postings throughout the rest of June as well as the summer months. Positions are posted all summer long and maybe the position you are hoping for will become available.

I also wanted to remind members that if they are applying for religious leave for the next school year, as per article 22.07 of the collective agreement, you must submit your request as soon as possible and no later than Sept. 30th.

For EA's, you all should have been provided with a list of EA days you must select to take off for next year. There are 196 school days in 25/26 meaning you need to select 6 in-service days off.

The MANTE office will officially be closed from July 1st – August 25th. However, if you need to reach me, I'll be checking my emails throughout the summer, and I will make myself available if needed. I will not be checking the office voicemail, so please use email if needed.

Have a great last few weeks and enjoy the summer break.



Keep in Touch

If a member at your work location is off for an extended illness or has had a bereavement in the family, or if a member has a reason to celebrate, please advise Maggi Sawchuk at maggi.sawchuk@siasd.ca so that MANTE can send out an appropriate card. Maggi will be checking her emails and sending out cards during the summer months.

Professional Development

Reminder. When applying for PD funding, fill out the PD application form available through the portal and scan the application or send through division mail to Connie Lowe at Lincoln Middle School.

MANTE Professional Development Committee

EA Rep – Maggi Sawchuk
Admin Asst. Rep – Rachel Novakowski
Library Tech Rep – Jocelyn Oliver
MANTE President – Jennifer Monaster
Human Resources – Joanne Johnston
Administrator – Connie Lowe
Financial – Monika Kananowicz

June Retirees

Charlotte C	13 years
Wendy H.	24 years



Important information regarding Employment Insurance Benefits

The division will send your ROE electronically. They have up to five calendar days after the pay period in which the interruption of earnings has occurred. This year, the ROE's need to be sent to Service Canada no later than July 7th. There is no group reference code needed to file your claim. Ensuring your application is completed correctly and on time will reduce processing delays.

Are you Eligible?

To receive EI Regular benefits, you need to demonstrate that you:

- were employed in insurable employment
- lost your job through no fault of your own
 - are affected by [flooding or wildfires](#)
- have been without work and without pay for at least 7 consecutive days in the last 52 weeks
- have worked for the required number of insurable employment hours in the last 52 weeks or since the start of your last EI claim, whichever is shorter
- are ready, willing and capable of working each day
- are actively looking for work (you must keep a written record of employers you contact, including when you contacted them)

When to apply?

Submit your application after your last day of employment.

If you applied for EI benefits in the past year

If you started a new EI claim within the last 52 weeks and there are still weeks payable on that claim, **we'll automatically reactivate (renew) your existing claim when you submit your application.** In some cases, it may be to your advantage to cancel or end your old claim and start a new claim, because this may increase the amount of your benefits or the length of your benefit period.

Here is a basic breakdown of how to calculate your bi-weekly pay for the purposes of EI

Hourly rate of pay X No. of hours per day X days in the week = Total weekly pay

Ex 1: 27.30 X 6.17 X 5 = \$842.21 Weekly Gross Pay (X2 for Bi-Weekly Gross Pay)

Ex 2: 26.79 X 7 X 5 = \$937.65 Weekly Gross Pay (X2 for Bi-Weekly Gross Pay)

Ex 3: 25.20 X 5.67 X 5 = \$714.42 Weekly Gross Pay (X2 for Bi-Weekly Gross Pay)

This does not include your STAT days or your vacation pay.

Vacation pay is calculated at:

- Start year to less than 2 years at 4%
- After 2 years but less than 5 years at 6%
- After 5 years but less than 15 years at 8%
- After 15 years but less than 22 years at 10%
- After 22 years at 12%

Reminder that you will also need to claim the summer STAT days. All employees receive STAT pay for July 1st. Employees who have 16 years or more of service also receive STAT pay for the Civic holiday. To calculate your STAT day amount, take your wage X your hours for one day.

It is important to consider:

- if your claim is reactivated and you work after the start of that claim, you may be able to establish a new claim when your existing claim runs out
- in order to establish a new claim you must have enough insurable hours and meet the qualifying conditions for a new claim
- if a new claim is established instead of reactivating your existing claim, the remaining weeks payable on the existing claim will be lost

To find out if you're eligible to receive EI regular benefits, you must submit an application online. The application takes about 1 hour to complete. If you don't complete the application all at once, you can come back to it later using the temporary password that you receive when you start.

Once a decision has been made regarding your EI application, a benefit statement and access code will be sent to you. You will need this access code to submit your bi-weekly reports online.

All this information can be found on the Government of Canada website:

<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html>

When you are filing your EI claim and it is asking you for your salary and STAT pay, reminder to use the calculation methods shown below to give an accurate salary amount. Our pay stubs show a prorated amount and do not accurately represent what you have earned in a two-week period

Retirees

Congratulations to all those lucky individuals who got to hand in their official notice of retirement! MANTE thanks each of you for your years of dedication to the students of St. James-Assiniboia School Division. We wish you all the best and enjoy your new adventure.

Coleene M.	27 years
Sheryl D.	25 years
Khadidja H.	23 years
Caroline T.	20 years
Vicki K.	22 years
Marilyn H.	9 years
Shauna R.	17 years
Charlotte C.	13 years
Wendy H.	24 years



Professional Development

If you are already thinking ahead to next year and possible PD opportunities, here are a few of the courses that were of interest this past year and their upcoming dates.

See me Beautiful – Nov. 2025
Learning Disabilities Association of America Conference – Feb. 2026
Course through the Institute of Child Psychology – various dates
P.A. Douglas Administrative Professionals conference – various dates
Mental Health First Aid – various dates
First Aid/CPR – various dates
Manitoba Council of Reading Clinicians – no dates posted yet
UGotClass online administrative courses – various opportunities
Crisis & Trauma Resource Institute (CTRI) – various courses and dates
CPR and First Aid – various dates and locations



Executive Members

President – Jennifer Monaster

Vice President – Open

Treasurer and Pension rep – Cerys Hooper

Secretary – Kerry Fraser

Board Office Rep – Rosemary Koltalo

EA Rep, Health and Welfare and PD Rep – Maggi Sawchuk

EA Rep – Sheri Aussant

Library Tech Rep and PD Rep – Jocelyn Oliver

Secretary Rep – Open

Secretary Rep – Wanda Prychitko