



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

MISSION STATEMENT

In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will aim to provide a meaningful, safe and caring educational environment so that all students are prepared to be responsible citizens in a democratic society.

AGENDA

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

February 7, 2023

7:30 p.m.

Meeting No. 02-23

Organizational By-Law 316-21 govern meeting procedures of the St. James-Assiniboia School Division Board in accordance with the Public Schools Act, Sec. 33: "each school board shall pass by-laws establishing rules of procedure for the guidance of the school board in the conduct of its meetings."

CALL TO ORDER/ATTENDANCE

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.

ADOPTION OF MINUTES

Board Meeting of January 10, 2023

REPORT ON EDUCATION

Indigenous Education in St. James-Assiniboia School Division

TRUSTEE STATEMENTS

There are no Trustee Statements.

HEARING OF DELEGATIONS

There are no delegations registered.

COMMITTEE REPORTS

Community Engagement Committee – January 17, 2023

Human Resources/Governance Committee – January 17, 2023

Committee of the Whole Finance – January 24, 2023

Committee of the Whole Education – January 24, 2023

TRUSTEE COMMITTEE UPDATES

Early Childhood Education Committee
RM of Headingley Meeting Report
Member of Parliament Meeting Report

REPORT OF THE SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. Process for 2023 Bear-pit Session
 - b. Distribution of Board Ballots – MSBA Annual Convention in March

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. 2023 AGM Registration Flyer
 - b. Lieutenant-Governor Requests Nominations for Annual Historical Award
 - c. MSI HUB Milnco Property & Casualty Program Update
 - d. E-News January 25, 2023
 - e. School District of Mystery Lake Letter re: Opposition of Performance Based Funding for Manitoba Universities and Colleges
 - f. MSBA 2023 Pre-Budget Consultation Brief – January 27, 2023
 - g. Use of Schools by Election Canada
2. Elections Manitoba – Mandatory Inservice Day for Election Day on Tuesday, October 3, 2023
3. Minister of Education and Early Childhood Learning
 - a. I Love to Read Month Proclamation February 2023
 - b. Manitoba Inclusive Education Month Proclamation February 2023
 - c. Teacher and Staff Appreciation Week Proclamation - February 6 to 10, 2023
 - d. International Development Week Proclamation – February 5 to 11, 2023
 - e. 2023/2024 Funding Information

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

There are no unfinished business items.

AGENDA-BASED QUESTIONS FROM THE PUBLIC

(This time is allocated to hearing questions from the public regarding items on this agenda.)

TRUSTEE PD SUMMARIES

There are no Trustee PD Summaries.

NEW BUSINESS

1. Trustee Craig Glennie – Notice of Motion re: Amending November 1, 2022 Board Minutes

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

St. James-Assiniboia School Division

COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 4 – 22-23

January 17, 2023

MEETING HELD: Tuesday January 17, 2023, at 12:00 p.m. via Microsoft Teams

PRESENT: Angela Dunn, Chair
Craig Glennie, Trustee
Fiona Shiells, Trustee
Rachelle Wood, Trustee
Sandy Lethbridge, Trustee
Cheryl Smukowich, Chair of the Board
Jenness Moffatt, Acting Superintendent
Jordana Buckwold, Acting Assistant Superintendent
Michelle Lancaster, Communications Officer

REGRETS: NIL

DISCUSSIONS AND RECOMMENDATIONS

1. Call to Order / Attendance

Trustee Angela Dunn called the meeting to order at 11:53 a.m.

Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. Trustee Attendance at St. James-Assiniboia School Division Parent Councils as Described

The Committee discussed the prescriptive timeline in ADE-A Multi-Year Strategic Planning and Priorities Appendix A Four-Year Planning Cycle. The committee felt the plan as described does not fit the current work of the board.

The Community Engagement Committee recommends:

“That ADE-A Multi-Year Strategic Planning and Priorities Appendix A Four-Year Planning Cycle be archived.”

4. The Purpose and Intent of Board Social Media Accounts

A discussion was had around the pros and cons of Board social media accounts. More information will be shared at the next meeting. This agenda item will remain pending.

5. Date of the Next Meeting

The next meeting is Tuesday, March 14, 2023 at 12:00 p.m.

6. Adjournment

The committee adjourned at 12:57 p.m.

Minutes submitted by Angela Dunn, Committee Chair

Minutes recorded by Jordana Buckwold, Acting Assistant Superintendent



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE HUMAN RESOURCES/GOVERNANCE COMMITTEE

No. 01-23

#1726979

Meeting Held: Tuesday, January 17, 2023, Teams, 5:00 p.m.

Present: Sandy Lethbridge, Committee Chair
Michael Cabral, Trustee
Holly Hunter, Board Vice Chair
Tara Smith, Trustee

Cheryl Smukowich, Board Chair

Jenness Moffatt, Acting Superintendent
Carrie Melville, Secretary-Treasurer/Chief Financial Officer
James Dunlop, Assistant Secretary-Treasurer
Carrol Harvey, Manager, Human Resources
Cindy Labaty, Manager, Human Resources

Regrets: Nil

DISCUSSION AND RECOMMENDATIONS:

1. Call to Order/Attendance

The meeting was called to order at 5:00 p.m. Attendance recorded above.

2. Approval of the Agenda

The agenda was approved as distributed.

3. Proposed Revisions to GCF Hiring of Staff, GCF-R Hiring Staff

The Committee reviewed revisions to Policy GCF Hiring of Staff and Regulation GCF-R Hiring Staff (**Appendix A**) to include new diversity objectives.

The Human Resources/Governance Committee Recommends:

That revisions to Policy GCF Hiring of Staff be approved.

4. Proposed Revision to GCF-R Hiring of Professional Staff and Appointments of School-Based Administrators

The Committee reviewed revisions to Regulation GCF-R Hiring of Professional Staff and Appointments of School-Based Admin. The Committee discussed the language used in the Regulation and requested Administration make amendments as discussed and bring back to the next Committee meeting.

5. MSBA Correspondence re: By-Laws

The Committee reviewed correspondence from MSBA suggesting By-Law revisions for consideration.

The Human Resources/Governance Committee Recommends:

That Administration gather information on the use of electronic signatures for further review.

And further;

That the MSBA Correspondence be listed as a pending item on the Human Resources/Governance Agenda.

6. Personnel Report to the Board

The Committee reviewed the personnel report updated to January 13, 2023.

7. Draft CCA Organizational Chart

The Committee reviewed revisions to Policy CCA Organizational Chart (Appendix B).

The Human Resources/Governance Committee Recommends:

That revisions to Policy CCA Organizational Chart be approved.

The meeting adjourned at 6:04 p.m.

Next Meeting: Tuesday, March 14, 2023 at 5:30 pm.

Report presented by Sandy Lethbridge, Chair, Human Resources/Governance Committee
Minutes recorded by Carrol Harvey, Manager, HR and James Dunlop, Assistant Secretary-Treasurer

ST. JAMES-ASSINIBOIA SCHOOL DIVISION Great Schools for Growing and Learning

POLICY: GCF

#208050

GCF-R
 GCF-E-1
 GCF-E-2
 GCF-E-3

HIRING OF STAFF

The Superintendent or designate is authorized to hire staff as per the Public Schools Act. It is the responsibility of the Superintendent, or designate, to determine the needs of the Division and to recruit for, select and fill vacancies.

The Board will approve all appointments of Senior Administration and School-Based Administrators prior to hire.

The goal of all hiring shall be to obtain the best possible candidate for the position to be filled. In doing so, the Division strives to employ staff who represent the diverse community it serves especially given evidence that supports greater student achievement is directly correlated with a representative staff.

All candidates shall be considered on the basis of their merits and qualifications consistent with the Manitoba Human Rights Code.

As allowed under the Code, the Division is committed to equitable hiring practices including giving preference to individuals who share a protected characteristic such as gender identity, visible minority, disability or Indigenous ancestry in order to directly address the needs of these particular groups to lessen any disadvantage and to restore or establish equality of opportunity.

Employment Equity processes will include a self-declaration census of staff to inform and monitor employment policy and practices.

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POLICY: GCF-R

#1446135

GCF

HIRING OF STAFF AND APPOINTMENT OF SCHOOL-BASED ADMINISTRATORS

The following guidelines are set out as typical processes to be followed. However, as each hiring decision is unique, occasional deviations may be made based on unique circumstances. This being the case when hiring professional staff, the Board will be informed of the deviation. This being the case on appointment of school-based administrative staff, senior administration will recommend the decision to the Board for approval.

A. Hiring of Professional Staff

Recruitment

Vacancies that the Division expects will continue for 30 days or longer, will be posted on the Division website for a minimum of five (5) days. Where required, the Division will recruit through the local newspapers and local universities as well as other relevant sources.

All prospective candidates will be required to complete the Division Application for a Teaching Position form when applying for employment.

The number of applicants invited to interview for a vacant position will be sufficient to ensure selection of a well-qualified candidate.

Internal candidates shall be given the opportunity to apply for permanent vacant positions wherever possible. The Division will consider permanent employees for temporary vacancies if the position is for a full school year and is for a position that supports the Division as a whole, e.g. Numeracy Coach. As well, the Division will consider moves of less than a full-year into Student Services within a school.

Selection

The Superintendent or designate shall ensure that all persons nominated for employment meet certificate requirements and the qualifications established for the particular position or are working towards them.

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POLICY: GCF-R

The interview Committee will consist of two or more Division Administrators. Where possible, interviewing and selection procedures shall include the Principal and/or other Administrator directly responsible for supervising the work of the individual. The final selection decision will be made or approved by the Superintendent.

Prior to a formal offer being made to an external candidate, two reference checks; a criminal reference check and child abuse registry check shall be conducted. The Superintendent or designate will give final approval for appointment.

B. *Hiring of Non-Teaching Staff*

Recruitment and selection of unionized staff will be consistent with Collective Agreements and other guiding practice and policy in place.

C. **Establishment of an Administrative Intern Pool**

The Superintendent will advise the Board with respect to the need to establish an administrative intern pool. Subsequent to notification, the Board will consider the process for establishment of an administrative intern pool of approximately five people. Interviews of prospective administrators will then be conducted and the names of recommended candidates for the administrative intern pool will be forwarded to the Board for final approval. These five people will be considered when administrative vacancies occur mid-year. The pool will be maintained for a two-year period at which point it will be dissolved and the process will begin again. Any candidates left in the pool will be eligible to re-apply.

The Superintendent's Department will organize a meet and greet with the administrative intern pool on an annual basis.

D. **Appointment of School-Based Administrators**

Filling of Administrative Vacancies

When administrative vacancies occur mid-year, the Division will first consider the staff members in the current Administrative Intern Pool together with the current situation in the affected school(s) in making the selection decision. Where Administration believes there is not a clear selection decision from the Pool,

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POLICY: GCF-R

vacancies that are expected to continue for 30 days or longer, will be posted on the Division website for a minimum of five (5) days. The Division will consider permanent employees for temporary vacancies, but unless the position is expected to continue for a full school year, it will weigh the developmental opportunity with the current situation in the affected school(s) in making the selection decision.

For the annual staffing process, the Superintendent and Assistant Superintendents will review administrative vacancies, consider internal transfers, especially of administrators who have occupied their current position for more than seven years, and make recommendations to the Board for transfers of school-based administrators. Once internal transfers have been considered and approved by the Board, an open call to all staff interested in school-based administration will be posted for five (5) days, approximately March 1st, each year requesting any Division employee submit their application should they be interested in a transfer or promotion to any vacant administrative positions for the upcoming school year. If a suitable candidate is not found within the Division, the Superintendent will advertise externally.

During the interview process for new, permanent principals, in addition to the senior administration, there will be trustee representation on the interview committee. The trustee's role in the interview is to provide oversight on process to the senior administration that will make and recommend the selection decision to the Board.

Board Approval

For any posted administrative position a short list for interviews will be created. The following selection criteria will be considered before a candidate is recommended:

- a. Training and certification
- b. Professional competence
- c. Leadership potential
- d. Professional attitude
- e. An educational philosophy compatible with the Division
- f. Feedback from the Parent Advisory groups, if available
- g. Reference feedback from previous administrative positions, if any or from recent Administrators if not.

The Superintendent will provide a selection report as part of the recommendation(s) for administrative appointments to the Board. This report shall contain the following information:

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- a. Names of all candidates that were interviewed for the position.
- b. Summary of strengths and rationale for selection of the recommended candidate.

DRAFT

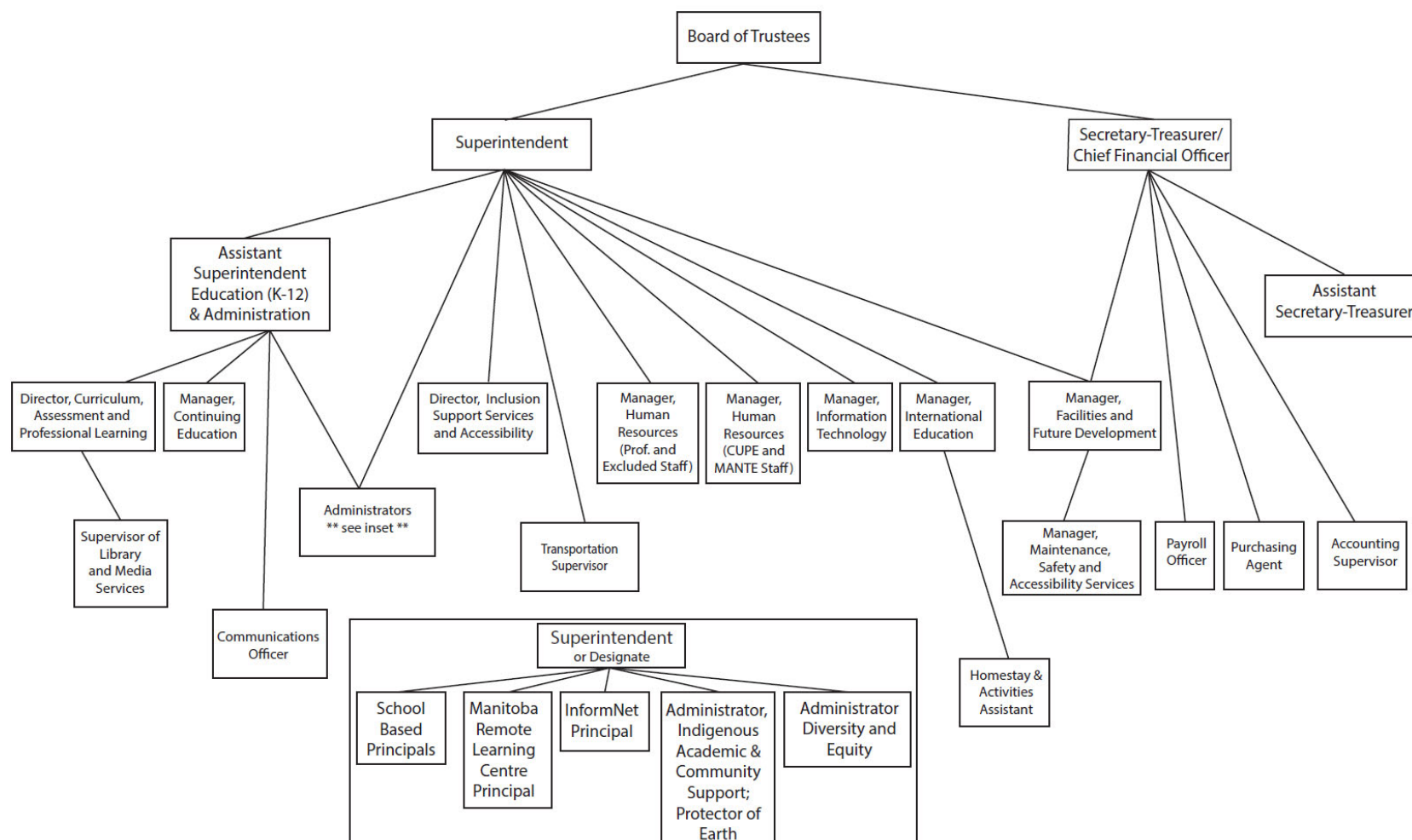
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POLICY: CCA**Administration Chart**

Please see job descriptions for further supervisory duties.



ADOPTED

22/Jan/08

Motion

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28/Sep/21

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE COMMITTEE OF THE WHOLE FINANCE No. 01-23

Meeting Held: Tuesday, January 24, 2023, Aidan Conklin Building, 5:00 p.m.

Present: Cheryl Smukowich, Board Chair
Michael Cabral, Trustee
Angela Dunn, Trustee (5:05 p.m.)
Holly Hunter, Board Vice Chair
Craig Glennie, Trustee
Sandy Lethbridge, Trustee
Fiona Shiells, Trustee
Tara Smith, Trustee
Rachelle Wood, Trustee

Present: Jenness Moffatt, Acting Superintendent
Jordana Buckwold, Acting Assistant Superintendent, Education (K to 12) and Administration
Carrie Melville, Secretary-Treasurer/Chief Financial Officer
Mari Aguirre, Manager, Facilities & Future Development
James Dunlop, Assistant Secretary-Treasurer
Al Stechishin, Manager, Information Technology (Left at 5:25 p.m.)

Regrets:

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Tech Update

The Committee reviewed a report prepared by the Manager, Information Technology detailing major projects and expenditures expected in 2023/2024.

4. CPI Update

- November 2022
- December 2022

The Committee reviewed the CPI update from MSBA as at November 2022 and December 2022.

5. Financial Statement

- November 2022

The Committee reviewed the Financial Statement for the period ended November 2022.

6. City of Winnipeg

- Portioned Assessment (as of December 16, 2022)

The Committee reviewed the City of Winnipeg Portioned Assessment as at December 16, 2022. Administration advised that the assessment will continue to change in February and March 2023.

7. Stevenson-Britannia Adult Learning Centre Audit Report

The Committee reviewed the Stevenson-Britannia Adult Learning Centre Financial Statements and Audit Report for the period ending June 30, 2022 as prepared by PricewaterhouseCoopers.

8. Draft ECG-R Divisional Storage

The Committee reviewed and accepted draft Regulation ECG-R Divisional Storage, pertaining to Divisional storage standards to be observed (Appendix A).

9. Energy Consumption Report

The Committee reviewed a comprehensive Energy Consumption Report for the fiscal year 2021/2022.

Adjournment: 6:03 p.m.

Next Meeting: Committee of the Whole Finance
Tuesday, February 15, 2023 at 5:00 p.m.

Report submitted by Cheryl Smukowich, Board Chair
Minutes recorded by James Dunlop, Assistant Secretary-Treasurer

ST. JAMES-ASSINIBOIA SCHOOL DIVISION Great Schools for Growing and Learning

REGULATION: ECG-R

LL 1717098

DNB
DNB-R**DIVISIONAL STORAGE****Purpose**

School facilities shall be utilized as efficiently as possible, with storage space prioritized to support the needs of students. Storage must be compliant with Fire Code and Workplace Safety and Health Requirements. The following standards must be observed.

Divisional Storage Building

The divisional storage building is used for items that are shared by schools for special events including staging, extra chairs, Phys Ed equipment, and audio-visual equipment.

Maintenance Storage Sheds

Maintenance sheds located at each school are used to store lawn mowers, snowblowers, tools and gasoline. Access to Maintenance sheds is limited to caretakers and groundskeepers only.

Maintenance Shop Storage Lock-up

Consumables and other equipment used by trades workers shall be kept in the maintenance building lock-up "cage". An inventory must be maintained and tracked daily.

School Division Vehicles

Tools and other supplies must not be stored in school division vehicles. All tools must be returned to the secure lock-up in the maintenance building at the end of each work day.

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REGULATION: ECG-R

Crawlspaces

According to fire code section 4.2.1 (3) *Horizontal concealed spaces, such as crawlspaces and ceiling spaces, shall not be used for the storage of combustible materials.* This includes but is not limited to desks, tables, props, and chairs.

Elevator Rooms

Storage is not permitted in Elevator rooms as per CSA Standard B 44-00 Safety Code for Elevators, section 2.10.1 Guarding of Equipment and Workplace Safety and Health Act Employers' Responsibility for Safety.

Electrical, Boiler, Mechanical, and Transformer Rooms

These rooms are not storage rooms and are not intended for the storage of combustible materials. However, some storage is permitted under the following conditions:

- Electrical rooms, one metre clearance must be maintained in front of any electrical panel as well as a one-metre-wide unobstructed path from the door, directly to the panel.
- Boiler rooms storage is limited to items required to maintain the building such as filters, testing equipment and boiler chemicals. The maintenance department shall have authority to allow or disallow additional storage based on a risk assessment of each specific boiler room.
- Mechanical rooms (fan rooms), storage must be limited to shelving approved by the Maintenance department.
- Transformer rooms, no storage is permitted.

Closed Classrooms

Rooms that are not used as classrooms, or sensory, or calming rooms, may be used for school-based storage under the following conditions:

- The room must have a smoke detector hard-wired into the school fire alarm system.
- The room must be designed and managed for the specific items being stored. For example, shelving must be installed to store paper supplies, clothing racks must be installed to store costumes, etc.

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Great Schools for Growing and Learning

**REGULATION:
ECG-R**

- A detailed inventory must be maintained by the school Principal.
- The inventory must be reviewed annually to determine whether items should be discarded.

Designated Divisional Storage Rooms

The Superintendent may designate specific rooms within a school to be used for Divisional purposes, including storage. Rooms designated for Divisional storage will be keyed to the School Division interior master key and will only be accessible by the Principal and Division master key-holders.

Grooming Rooms

Limited storage of educational support items may be stored at the discretion of the school Principal in consultation with Educational Support Services. School supplies and teachers' supplies are not permitted.

Storage of Personal Items

The storage of personal items on school division property is not permitted. Items owned by staff, including teaching supplies, must be removed prior to the end of each school year. Further, personal items shall be removed prior to an extended leave, such as maternity.

Schools should not provide long term storage for items on behalf of staff, tenants, community members or others.

The school division is not responsible for the theft, loss, disposal, or damage of personal items.

Disposal of Obsolete, Damaged or Excess Items

The disposal of items from a school must be done in accordance with DNB Sale or Disposal of Fixed Assets and DNB-R Disposal of Fixed Assets.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION**REPORT OF THE COMMITTEE OF THE WHOLE EDUCATION – No. 01-23**

Meeting Held: Tuesday, January 24, 2023, 2574 Portage Avenue Board Room, 6:00 p.m.

Present: Cheryl Smukowich, Chair

Trustees: 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

Present: Jenness Moffatt, Acting Superintendent
Carrie Melville, Secretary-Treasurer / Chief Financial Officer
Jordana Buckwold, Acting Assistant Superintendent, Education and Administration

Regrets:

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of Agenda**3. School Resource Officers Presentation**

The Winnipeg Police Service presented information about goals and objectives of the School Resource Officer (SRO) Program. The roles and responsibilities of school resource officers was presented as well as an overview of the previous school years actions and celebrations.

4. Draft Policy IJOAB, Regulation IJOAB-R, Exhibit IJOAB-E Sweatlodges

The Committee reviewed and approved new Policy IJOAB Sweatlodges; Regulation IJOAB-R and Exhibit IJOAB-E Sweatlodges were received as information (Appendix A).

The Committee of the Whole recommends:

That Policy IJOAB Sweatlodges be approved.

5. MSBA Correspondence re: Performance Based Funding for Manitoba Universities and Colleges

The Committee reviewed correspondence from MSBA regarding Performance Based Funding for Manitoba Universities and Colleges.

The Committee of the Whole recommends:

That a letter be sent, over signature of the Board Chair, to the Manitoba government opposing the performance-based funding model for Manitoba Universities and Colleges.

6. MSBA Student Citizenship Award

An update on the MSBA Student Citizenship Award was shared with the Committee. SJASD did not receive any applicants for the K-8 category and the 9-12 category is a self-nomination process.

7. Registration

The Committee reviewed the provincial schools of choice legislation and the divisions process of accepting out-of-catchment/out-of-division students.

8. Superintendent Update

A regular update of school information was provided to trustees.

9. Wayfinders Program

Trustee Smith provided information on the Seven Oaks School Division Wayfinders program. The Committee of the Whole requested more information in the form of a presentation from personnel of Seven Oaks School Division on the inception and development of the program.

10. Time Sensitive Correspondence

The following time sensitive correspondence was shared:

- CSBA Survey of Member Boards – Due January 31, 2023
- MSBA Executive Highlights January 9, 2023
- MSBA E-News January 11, 2023
- MSBA Memo re: Safe Schools for Alex Presentation January 25, 2023
- MSBA Student & Staff Accident Travel Insurance Webinar January 31, 2023
- Manitoba Education Letter re: “School. Keep Going.” Media Campaign Posters

Adjournment: 8:57 p.m.

Next Meeting: Tentatively scheduled for February 21, 2023 at 6:30 p.m.

Report submitted by Cheryl Smukowich, Board Chair
Minutes recorded by Jenness Moffatt, Acting Superintendent

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

POLICY: IJOAB

#1718980

IJOAB-R

IJOAB-E

SWEATLODGES

A path to an Indigenous-inclusive education system is grounded in Indigenous histories, cultures, languages, traditional values and knowledge, and contemporary lifestyles. An equitable, inclusive, and diverse education system fosters a sense of belonging in all learners so that they feel they can succeed, take responsibility, find their purpose in life, and achieve The Good Life. St. James-Assiniboia School Division is committed to providing authentic, rich learning experiences for all students. To ensure that schools are inclusive and culturally responsive, First Nation, Métis and Inuit perspectives are integrated into the curriculum and the school community. The Division shares this perspective with staff, students and community to foster a culture of respect, understanding and inclusivity. This policy and regulation have been developed in accordance with the Indigenous Education Policy (IFCA) and Regulation (IFCA-R), as well as *Mamàhtawisiwin* (2022), developed by the Indigenous Inclusion Directorate, Manitoba Education and Early Childhood Learning.

Each sweatlodge has a different purpose and is overseen by an Elder or Lodge Keeper who provides teachings and songs throughout the ceremony. Through this experience, the body is cleansed — removing stress and improving one's mental, emotional, physical, and spiritual wellbeing. Such ceremonies are used to learn, to give thanks, to heal, to seek wisdom and to purify the mind, body and soul (Red River College, 2016).

The sweatlodge ceremony is practiced by many Indigenous people in Manitoba and across North America. A traditional ceremony, it can be performed by itself or as a prelude to other ceremonies. Grandfather rocks are heated within a fire outside of the lodge, and then placed in a pit inside the lodge. Once the participants are inside the lodge, water is poured onto the Grandfather rocks to create steam which heats the lodge. The lodge is dark during the ceremony.

The Division recognizes that participation in a sweatlodge is always voluntary for students and staff. They also have the opportunity to leave the lodge at any time. For those choosing not to participate, they will have the opportunity to sit outside of the lodge so that they can still engage in the learning experience.

Sweatlodge conductors (Elders or Lodge Keepers) are people who have trained for many years to earn the right to conduct sweats. They have received the

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teachings and have gone through ceremonies to develop the gift that is given to them. The sweatlodge conductor knows the protocol and history of their lodge. (Anishnawbe Health Toronto, 2000). The health and well-being of the participants is always their first priority.

See IJOAB-R for additional sweatlodge information.

DRAFT

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#1718785

IJOAB
IJOAB-E

SWEATLODGES

What is a sweatlodge?

The sweatlodge ceremony is practiced by many Indigenous people in Manitoba and across North America. A traditional ceremony, it can be performed by itself or as a prelude to other ceremonies. Rocks are heated within a fire outside of the lodge, and then placed in a pit inside the lodge. Once the participants are inside the lodge, water is poured onto the rocks to create steam which heats the lodge. The lodge is dark during the ceremony.

Each sweatlodge has a different purpose and is overseen by an Elder or Lodge Keeper who provides teachings and songs throughout the ceremony. Through this experience, the body is cleansed — removing stress and improving one's mental, emotional, physical, and spiritual wellbeing. Such ceremonies are used to learn, to give thanks, to heal, to seek wisdom and to purify the mind, body and soul (Red River College, 2016).

Sweat Lodge Procedures

1. The teacher in charge will discuss with their administrator about why they want to attend the sweatlodge with their student group, how it will connect to their curriculum and classroom work, who will participate, and to have some idea as to when they want to go.
2. After obtaining the approval of administration, the teacher in charge will contact a member of the Indigenous Education Team in the Division to provide a knowledgeable and experienced sweatlodge conductor.
3. Prior to attending the sweatlodge, the teacher in charge will arrange a conversation with the Elder or Lodge Keeper who will conduct the sweat. The teacher in charge will get directions on protocols and guidelines.
4. The teacher in charge will inform the families of the students attending the sweatlodge. Whenever possible, the participation of family members in the ceremony should be encouraged.

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5. The teacher in charge will be familiar with the closest hospital and ensure a first aid kit and communication device (i.e. cell phone) are brought on the trip. They will also ensure that there is access to water onsite.
6. The Elder or Lodge Keeper ensures that the sweatlodge is a safe space for everyone. The effects of thermal stress must be considered in the planning and during this learning experience. Refer to *Safework Guideline for Thermal Stress*
<https://www.safemanitoba.com/Resources/Pages/thermal-stress-guide.aspx>. Appropriate steps must be taken to ensure the safety of all in attendance.
7. The teacher in charge will select appropriate volunteers for the activity, (see form IJOA-E-7) and provide volunteers with directions as to the requirements of the trip, appropriate cultural protocols, and their responsibilities, including criminal and child abuse checks in accordance with division policy IJOA before the departure of the activity.
8. The teacher in charge will ensure that students who are participating in the sweatlodge have written parental/guardian permission to do so, through both the St. James-Assiniboia School Division field trip consent form, and the St. James-Assiniboia School Division sweatlodge parent permission form (Exhibit IJOAB-E).
9. The teacher in charge will arrange an in-class learning opportunity with an Indigenous Education Team member from the Division prior to the experience to ensure that everyone attending (students, staff, and volunteers) understands proper safety and cultural protocols.

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**SWEATLODGE PARENT PERMISSION FORM**

I have read and understand the following:

1. The sweatlodge is a ceremony where the body is cleansed — removing stress and improving one's mental, emotional, physical, and spiritual wellbeing. I understand that sweatlodge ceremonies involve exposure to heat, darkness and extremely hot Grandfather rocks, a fire burning in the vicinity of the lodge, and possibly some smoke. I understand that if I/my child, am/is suffering from any active medical conditions or taking any medications, it is my responsibility to discuss my/my child's participation in the sweatlodge ceremony with my /my child's physician. Conditions that may be particularly affected by participation in such environments include but are not limited to pregnancy, heart conditions, lung conditions, anxiety disorders, phobias, and any other medical conditions that may affect sweating, body heat and fluid regulation.
2. I understand that any such concerns or conditions should be discussed with the sweatlodge conductor prior to participation, but that I am welcome to still attend and learn if I choose not to enter the sweatlodge itself.
3. Participants are to ensure that they have hydrated themselves for 24 hours prior to the ceremony, and that they maintain adequate intake of fluids following the ceremony.

I, the following individual listed as "Participant" and the parent or legal guardians thereof if a minor, do hereby voluntarily request and agree to participate in a sweat lodge ceremony.

Participant Name:	
Age:	
Signature of Participant:	
Signature of Legal Guardian/Parent (if a minor)	
Date:	
Emergency Contact: (Name, address, phone number)	
Limitations - Does the participant have any health concerns which may affect their ability to participate in any sweatlodge ceremony? <input type="checkbox"/> YES or <input type="checkbox"/> NO	If yes, please describe: