



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

April 4, 2023

7:30 p.m.

Meeting No. 04-23

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 March 7, 2023

REPORT ON EDUCATION

Educational Support Services COVID-19 Action Plan: Mental Health Initiatives

TRUSTEE STATEMENTS

MSBA Trustee Long Service Award Presentation – Bruce Chegus

HEARING OF DELEGATIONS

There are no delegations registered.

COMMITTEE REPORTS

Community Engagement Committee – March 14, 2023

Human Resources/Governance Committee – March 14, 2023

Committee of the Whole Finance/Facilities – March 21, 2023

Committee of the Whole Education – March 21, 2023

TRUSTEE COMMITTEE UPDATES

Retirement Plan Committee – March 9, 2023

REPORT OF THE SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

There is no Action Correspondence.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. Memo re: Auditor General Manitoba – Provincial Oversight of Drinking Water Safety
 - b. Memo re: Bill 35 – The Education Administration Amendment Act (Teacher Certification and Professional Conduct)
 - c. E-News – March 22, 2023
 - d. Executive Highlights March 15, 2023
 - e. 18th Annual Aboriginal Education Research Forum
 - f. Memo re: Manitoba Minimum Wage Increase in October 2023
2. Manitoba Early Learning and Child Care
 - a. School-Based Child Care Centre Expansion Project Expression of Interest
3. Minister of Education and Early Childhood Learning
 - a. Letter re: Community Schools Program at Brooklands School

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. First Reading – Borrowing By-Law 324-23

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. Notice of Motion – By-Law 326-23 – Religious Instruction at Strathmillan School

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. 5 – 22-23

March 14, 2023

MEETING HELD: Tuesday, March 14, 2023, at 12:00 p.m. via Microsoft Teams

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

REGRETS: Sandy Lethbridge, Trustee

DISCUSSIONS AND RECOMMENDATIONS

1. Call to Order / Attendance

Trustee Angela Dunn called the meeting to order at 12:01 p.m.

Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. Organizational By-Law

The committee reviewed the Organizational By-Law 316-21 and approved the amendments to this by-law as noted in By-Law 321-22 and By-Law 323-22.

4. The Purpose and Intent of Board Social Media Accounts

A discussion was had around Board social media accounts for the purpose and intent of sharing trustee connections to SJASD schools and presence in the community. Further discussion was had around possible content, review of content and which trustees would manage the account.

The Community Engagement committee recommends:

That the Board of Trustees create an independent social media account under a trustee handle and separate from an SJASD account,

And further,

That details around the management of the account and the review of content be referred to Committee of the Whole In-Camera at the April 4th Board Meeting.

5. Date of the Next Meeting

The next meeting is Tuesday, April 11, 2023 at 12:00 p.m.

6. Adjournment

The committee adjourned at 12:37 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. 02-23

#1742681

Meeting Held: Tuesday, March 14, 2023, Teams, 5:30 p.m.

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

Angela Dunn, Trustee (left at 6:06 p.m.)

Rachel Wood, Trustee

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: Cheryl Smukowich, Board Chair

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 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 Administrators.

The Human Resources/Governance Committee Recommends:

That revisions to Regulation GCF-R Hiring of Professional Staff and Appointments of School-Based Administrators (Appendix A**) be approved.**

4. MSBA Correspondence re: By-Laws

a. Electronic Signatures

The Committee reviewed correspondence from MSBA suggesting By-Law revisions for the use of electronic signatures for Board of Trustee documents.

The Human Resources/Governance Committee Recommends:

That notice of the Amending By-Law 325-23 to the Organizational By-Law 316-21 be given at the Board Meeting on April 4, 2023.

5. Personnel Report to the Board

The Committee reviewed the personnel report updated to March 10, 2023.

6. Job Descriptions

- a. AP2-5 Guidance Counsellor**
- b. AP2-19 Resource Teacher**

The Committee reviewed the revised Guidance Counsellor and Resource Teacher job descriptions.

The Human Resources/Governance Committee Recommends:

That revisions to AP2-5 Guidance Counsellor and AP2-19 Resource Teacher job descriptions (Appendix B and C) be approved.

7. Criminal Record Check and Vulnerable Sector Check for Trustees

The Committee discussed recent correspondence forwarded to Minister Wayne Ewasko, Minister of Education and Early Childhood Learning regarding criminal record checks and vulnerable sector checks for elected Trustees as well as correspondence from MSBA.

The Human Resources/Governance Committee Recommends:

That the Criminal Record Check and Vulnerable Sector Check for Trustees item be received as information.

8. Policy AP1-1 Duties and Responsibilities of Excluded Staff Member

The Committee reviewed revisions to Policy AP1-1 Duties and Responsibilities of Excluded Staff Member.

The Human Resources/Governance Committee Recommends:

That Administration make amendments as discussed.

And further;

That the proposed revisions to AP1-1 Duties and Responsibilities of Excluded Staff Member be referred to the Committee of the Whole In Camera agenda on April 4, 2023 for discussion.

The meeting adjourned at 6:23 p.m.

Next Meeting: Tuesday, April 11, 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-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 StaffRecruitment

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.

The interview Committee will consist of two or more Division Administrators. Where possible, interviewing and selection procedures shall include the Principal

ADOPTED	REVIEWED	REVISED	PAGE
24/Mar/2020			1 of 3
Motion 06-03-20			

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, 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

ADOPTED	REVIEWED	REVISED	PAGE
24/Mar/2020			2 of 3
Motion 06-03-20			

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, an interview committee will be struck consisting of Senior Administration will consider the trustee's input 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:

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

ADOPTED	REVIEWED	REVISED	PAGE
24/Mar/2020			3 of 3
Motion 06-03-20			

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-5**

#103877

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS****POSITION TITLE: GUIDANCE COUNSELLOR****REPORTS TO:** School Principal

JOB SUMMARY: To work in collaboration with classroom teachers, administrators, other educational support staff and outside resources to support the social and emotional needs of students and families as well as academic planning and career counselling.

QUALIFICATIONS:

- a) Bachelor of Education Degree
- b) Teacher's Certificate issued by Manitoba Education
- c) School Counsellor Certificate issued by Manitoba Education

PERFORMANCE RESPONSIBILITIES:**1. Counselling**

School counsellor roles may include individual, group and class-wide support to provide both a prevention and an intervention service. In doing so, the Guidance Counsellor is to:

- respond to emotional, social, intellectual, academic, career, physical safety, and health needs in a developmentally appropriate manner,
- provide a safe environment that is conducive to learning,
- promote personal and social development appropriate to developmental stages,
- help students, through their families and their community, grow in areas such as self-concept and individual responsibility, and in skills such as decision making and social relationships,
- support and enhance a student's academic progress through a variety of activities, that may include individual assessments, goal setting, instruction in study habits and organizational skills, and assisting with the development of student-specific plans, and

ADOPTED	REVIEWED	REVISED	PAGE
08/May/90		27/June/06	1 of 4
Motion 08-04-90		Motion 12-12-06	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-5**

- provide coping strategies and foster decision-making regarding healthy social relationships.

2. Guidance Education

School counsellors may provide direct instruction to students as well as to other educators, or community groups. The counsellor may: instruct on peer helping, conflict resolution, social skills, career exploration and healthy lifestyle choices, implement personal planning, promote positive school climates, enhance the emotional/social well-being of students, act as a resource for curriculum delivery in areas related to mental health and personal safety, and is responsible for participating in professional learning.

3. Coordination

School counsellors consult and plan collaboratively with students, other educators, the school-based student services team, parents, other community agencies and external professionals in planning goals and effective strategies to promote the emotional, intellectual, social, academic, and career development of students.

The school counsellor assists in the access to, and coordination of school, division, and other community services related to counselling for mental health issues. This assistance may include information gathering, referrals, and liaison between home, school, and the community. School counsellors assist students and their caregivers with transitions between grade levels, courses, and all educational facilities and programs including Early, Middle, and Senior Years schools; institutional programs; apprenticeship, technical/vocational/cooperative education programs; and post-secondary education institutions.

Other counselling responsibilities may include, but are not limited to:

- Provide leadership for school staffs in the co-ordination of diverse resources, both within and outside of the school with professional agencies, to assist in meeting student and family needs.

ADOPTED	REVIEWED	REVISED	PAGE
08/May/90		27/June/06	2 of 4
Motion 08-04-90		Motion 12-12-06	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-5**

- Remain readily available for personal counselling and crisis intervention, both for individuals and in situations affecting the school or groups of students and triage student needs and situations as appropriate.
- Facilitate referral to community agencies offering complementary services in situations when additional resources are required, beyond what can be offered through the school or Division, or when the problem or the need of the student is considered to lie outside the mandate of the school. The counsellor may assist in such things as writing letters on behalf of the family, or helping to navigate essential paperwork.
- Assist in the administration, scoring and interpretation of various assessment tools to help the student and his/her parents make choices and decisions regarding career planning
- Assist the school administration in such areas as the orientation, registration, and placement of current, new and former students.
- Supply students, parents and school staff with accurate, current information on educational, career, social and personal issues, e.g. senior years credit system, occupational trends, parenting courses.
- Maintain guidance records and log entries as required by Divisional policy and prepare reports for the school and division as required.
- Function as a contributing member of the student services team and work effectively with E.S.S. clinicians, resource teachers, outside agencies, administrators, teachers and parents.
- Assume the role of Case Manager as appropriate.
- Demonstrate professional commitment to guidance and counselling through membership in local/provincial/national associations, and attendance at professional development events.
- Create and update student specific plans such as Behaviour, Curriculum Modification and Individualized Education Plans.
- Provide training in using interventions such as NVCI and the Low

ADOPTED	REVIEWED	REVISED	PAGE
08/May/90		27/June/06	3 of 4
Motion 08-04-90		Motion 12-12-06	

Arousal Approach as well as completing Violent Threat Risk Assessments (VTRA).

- Complete required documentation such as 8-Step Suicidal Ideation, Child In Need of Protection and Sexual Assault Protocols.
- Apply for grants to help meet the needs of students and the school clientele (for example: Breakfast programs).
- Perform other duties as required.

DRAFT

ADOPTED	REVIEWED	REVISED	PAGE
08/May/90		27/June/06	4 of 4
Motion 08-04-90		Motion 12-12-06	

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

JOB DESCRIPTION:
AP2-19

#52944v3

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS**

POSITION TITLE: **RESOURCE TEACHER**

REPORTS TO: School Principal

JOB SUMMARY: To work in collaboration with classroom teachers to provide a positive, safe and inclusive learning environment for all students, as well as to provide specialized assessments, programming and intervention services to students.

QUALIFICATIONS:

- a) Bachelor of Education Degree
- b) Teacher's Certificate issued by Manitoba Education
- c) Special Education Certificate

PERFORMANCE RESPONSIBILITIES:

1. Address Diversity

- Support collaborative and consultative approaches to school decision-making, planning, scheduling, and programming to ensure equity of support services.
- Assist the classroom teacher in developing a class/content area profile to ensure that the diverse needs of students are considered as the teacher plans lessons.
- Plan with the classroom teacher to identify supports that may include scheduling adult support within the classroom according to the priority needs in the school.

2. Teacher Support

- Consult with classroom teachers about differentiated instruction related to specific class and/or student needs.
- Apply knowledge of child and adolescent development to the selection and application of curriculum materials, instructional practices, and intervention programs.

ADOPTED	REVIEWED	REVISED	PAGE
12/Oct/93		27/June/06	1 of 3
Motion 17-09-93		Motion 12-12-06	

- Collaborate with the classroom teacher to determine which students require student specific plans and to foster student-centered learning with time-related goals for students with complex needs.
- Collaborate with the classroom teacher to prepare culturally responsive methodology and material supportive of diverse students.
- Model strategies, co-teach, and work with individual students or small groups of students when appropriate.
- Engage in regular communication with the classroom teacher regarding student programming and progress.

3. Programming Support

- Work collaboratively with the school team to identify credit designations at the high school level as per Manitoba Education guidelines.
- Act as case manager, assemble information from staff, parents, clinicians, and outside agencies to develop and implement student specific plans.
- Initiate and chair team meetings and support the classroom teacher to monitor, assess and record the progress of students at regular reporting periods and ensure that proper reporting documents are completed.
- Observe and further assess identified students as deemed appropriate by the school team.
- Assist the classroom teacher in securing appropriate adaptations, resources and/or technology for student's use.
- Coordinate services with outside supports/agencies as required.
- Facilitate effective day-to-day communication with Educational Assistants to help address student need.
- Ensure that student specific plans (IEP, CMP, PBIS, ALP, EAL, etc) are recorded in the database (CLEVR) and monitored for progress.
- Oversee the implementation of individual health care plans and information distribution.
- Determine and apply for funding to Manitoba Education for students with high behavioural needs (EBD3) and participate in the wraparound process as needed.
- Facilitate the pre-referral and referral process to Educational

ADOPTED	REVIEWED	REVISED	PAGE
12/Oct/93		27/June/06	2 of 3
Motion 17-09-93		Motion 12-12-06	

Support Services and/or outside agency support services as required.

- Meet with clinicians as needed to monitor progress for students.

4. Student/Family Support

- As appropriate, support students and families with information sharing.
- Conduct formal and informal assessment of behaviour, learning, achievement and environments within the classroom and other settings.
- Facilitate the intake of students with high needs including students in care and ensure the distribution of appropriate information.
- Coordinate transition meetings from pre-school services into school; between grades in the same school; between schools and from school to community preparing for adulthood.
- Coordinate hearing testing and reports on outcomes to division and families.

5. Leadership and Management Duties

- Actively pursue appropriate professional learning for teachers and support staff to ensure inclusive practices.
- Act as a resource to all school staff regarding division procedures and directives in supporting students with exceptional needs.
- Help in providing information to school teams regarding risk and threat assessments and crisis response.
- Collaborate with the Student Services Coordinator and attend student services team meetings.
- Maintain student support files in accordance with the Manitoba Pupil File Guidelines.
- Ensure student profiles are completed for students who require support.
- Assist school administration in the performance evaluation and in meeting the developmental needs of Educational Assistants.

Perform other duties as required.

REVISED: May 14, 1996 Board Motion 09-21-96

ADOPTED	REVIEWED	REVISED	PAGE
12/Oct/93		27/June/06	3 of 3
Motion 17-09-93		Motion 12-12-06	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE COMMITTEE OF THE WHOLE FINANCE No. 05-23

Meeting Held: Tuesday, March 21, 2023, Aidan Conklin Building/Teams, 5:00 p.m.

Present: Cheryl Smukowich, Board Chair
 Michael Cabral, Trustee
 Angela Dunn, Trustee (5:04 pm)
 Holly Hunter, Board Vice Chair
 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
 Cindy Labaty, Manager, Human Resources (Item 1)

Regrets: Craig Glennie, Trustee
 James Dunlop, Assistant Secretary-Treasurer

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Pay Rates Close to Minimum Wage

The Committee reviewed wage proposals for entry-level, non-union employees, including summer students and casual staff.

The Committee of the Whole Finance recommends:

That summer student and casual grids as discussed, be approved.

4. Organizational By-Law Review

The Committee reviewed the Organizational By-Law and did not identify any areas for revision.

5. Student Enrolment Projections 2022/2023

The Committee reviewed the 5-year enrolment projections. The projections indicate that by the 2027/28 school year, student enrolment will decrease by approximately 379 students.

6. New Draft Policy EDC Authorized Use of Division Owned Vehicles and Maintenance Tools/Equipment

The Committee reviewed new draft Policy EDC Authorized Use of Division Owned Vehicles and Maintenance which defines the appropriate use and safeguards of Division assets (Appendix A).

The Committee of the Whole Finance recommends:

That Policy EDC Authorized Use of Division Owned Vehicles and Maintenance Tools/Equipment be approved.

7. New Draft Policy EEBA School Bus and Maintenance Vehicle Idling

The Committee reviewed new draft Policy EEBA School Bus and Maintenance Vehicle Idling which defines idle time limits with the goal of reducing emissions, waste fuel and financial resources (Appendix B).

The Committee of the Whole Finance recommends:

That Policy EEBA School Bus and Maintenance Vehicle Idling be approved.

**8. Financial Statement
- January 2023**

The Committee reviewed the Financial Statement for the period ended January 2023.

9. École Assiniboine Request for Funds (100th Anniversary)

The Committee reviewed a request from École Assiniboine for a grant in the amount of \$1,300 to support the school's millennial celebration, in accordance with policy INDAA-R School Anniversary Celebrations Guidelines.

The Committee of the Whole Finance recommends:

That the request from École Assiniboine for a grant in the amount of \$1,300 for their 100th Anniversary Celebration be approved.

**10. Manitoba Education and Early Childhood Development Correspondence
- Surplus Property at 130 Allard Avenue – Disposition of Property**

The Committee was provided with an update on the status of the 130 Allard property sale, which included correspondence from Manitoba Education and Early Childhood Development.

Adjournment: 5:28 p.m.

Next Meeting: Committee of the Whole Finance
Tuesday, April 18, 2023 at 5:00 p.m.

Report submitted by Cheryl Smukowich, Board Chair
Minutes recorded by Carrie Melville, Secretary-Treasurer/Chief Financial Officer

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

POLICY: EDC
NEW

#1741196

**AUTHORIZED USE OF DIVISION-OWNED VEHICLE AND
MAINTENANCE TOOLS/EQUIPMENT**

Division vehicles and maintenance tools/equipment that are the property of the St. James Assiniboia School Division must be used only in the interest of the division and appropriate precautions must be taken to minimize the potential for theft, misuse, or damage.

The employee is responsible for exercising due care in the use of division-owned vehicles and maintenance tools/equipment purchased by the SJASD for their assigned duties.

The Manager of Facilities and Future Development, Maintenance Shop Supervisor and/or Transportation Supervisor shall ensure that the building has appropriate measures in place to safeguard the division vehicles and maintenance tools/equipment and shall communicate these safety measures to the appropriate staff.

No division-owned property, including vehicles or maintenance tools/equipment shall be used by employees for their personal use without prior authorization from their supervisor.

ADOPTED	REVIEWED	REVISED	PAGE
			1 of 1

#1740534

SCHOOL BUS AND MAINTENANCE VEHICLE IDLING

Emissions from idling school buses and division vehicles can accumulate in and around the vehicle and pose a health risk, both to children and drivers. Idling buses and division vehicles waste fuel and financial resources.

St. James-Assiniboia School Division is committed to eliminating all unnecessary idling by division/contracted school buses and division vehicles by minimizing idling time in all aspects of the division operation.

Guidelines:

1. When school bus drivers arrive in a loading/unloading area to pick up and drop off passengers they must turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus must not be restarted until students are ready to load and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety such as the requirements of students with exceptional needs.
2. At the school bus yard, early morning warm-up must be 3 minutes for gas buses and 5 minutes for diesel for temperatures above 0°C. For temperatures between 0°C and -20°C, warm-up must be 5 minutes for gas buses and 10 minutes for diesel buses. For temperatures below -20°C warm-up should be 10 minutes for gas buses and 15 minutes for diesel buses.
3. All school bus drivers and maintenance shop staff shall receive a copy of this policy at the beginning of each school year.

Guidelines for Maintenance staff:

1. Division vehicles must not idle for more than 5 minutes.
2. Division vehicles must not idle their vehicles in the loading zone of the Maintenance Shop.
3. Division vehicles must not idle in school parking lots.

ADOPTED	REVIEWED	REVISED	PAGE
			1 of 1

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE COMMITTEE OF THE WHOLE EDUCATION – No. 02-23

Meeting Held: Tuesday, March 21, 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
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
Manuel Gomes, Administrator, Equity and Diversity (6:00 p.m. to 6:30 p.m.)

Regrets: Craig Glennie, Trustee

DISCUSSION AND RECOMMENDATIONS

1. **Attendance**
As per above.
2. **Approval of Agenda**
3. **Equity and Diversity – Self-Declaration Drive (6:00 p.m. to 6:30 p.m.)**

Manuel Gomes, Administrator, Diversity and Equity, presented the work of his divisional leadership role. The Committee of the Whole Education had the opportunity to walk through three stations to engage and learn more about the professional learning work of staff in schools, as well as the practices that promote representation.

4. **Strategic Plan Priorities**

The Committee reviewed and completed the last two priority areas of the strategic plan which are now ready for public consultation. Trustees will be consulting with the community at upcoming meetings taking place in April and May.

5. **Re-Affirmation of the Organizational By-Law**

The Committee reviewed the current Board Organizational by-law and determined that the Treaty One statement traditionally used at public board meetings be replaced with a more recent and detailed version highlighting the connections between treaties and the importance of these treaties to us in St. James-Assiniboia.

The Committee of the Whole Education recommends:

That an amendment to Organizational By-Law 316-21 to update the Treaty One

statement under Section 8 – Agenda Format be referred to the Human Resources/Governance Committee at their meeting on April 11, 2023.

6. K-12 Annual Report on Continuous Improvement 2022

Acting Superintendent, Jenness Moffatt, shared the K-12 Annual Report on Continuous Improvement with the committee and explained the process for synthesis and planning. The report for 2023 will include more specific goals.

7. Final Report of the Poverty and Education Task Force

Acting Superintendent, Jenness Moffatt, shared the Final Report of the Poverty and Education Task Force released by the Manitoba Government. A response from St. James-Assiniboia School Division on what is currently being done and future opportunities to address issues around poverty will be submitted to the province by the deadline provided and shared with the Committee of the Whole Education in June.

8. Assessment Week

The Committee discussed motion 03-22-23 that was made on March 7, 2023, following a delegation requesting that exam week be reinstated at the senior years level. Since the time of the delegation, several Trustees advised that a few parents have raised concern about the variety of assessments that were due at the end of the semester, which they felt was overwhelming for their student.

Further to the initial motion to reinstate exam week, Senior Administration clarified that the week prior to the end of semester is referred to as Assessment Week. The Committee was advised that summative assessments for semester one of the current school year included tests, performance tasks, labs, interviews, presentations, portfolios, and examinations, in accordance with Manitoba Education assessment publications and curricular support documents.

After reviewing the information available to date, the Committee determined the need to revise the language used in the original motion and to engage in further inquiry into types of summative assessment practices taking place in senior years schools. As such the Committee of the Whole provides notice of intent to reverse motion 03-22-23 at the regular scheduled board meeting on May 2, 2023, under the Unfinished Business agenda item, that reads:

That the 2023-24 school calendar, and all future calendars until decided otherwise, include a grade 9-12 exam week at the end of both term 1 and term 2.

And further;

That the Committee of the Whole - Education review a standard minimum exam component, and what core courses should be covered by this standard.

And replace it with:

That the school calendar, effective 2023/24, be revised to include a senior years assessment week at the end of both semester one and semester two.

At this time, the Committee of the Whole Education recommends:

That Senior Administration bring back information to Committee of the Whole Education about the summative assessment practices in senior years schools.

9. Proposed Change to Indigenous Education Team

A proposal to make a staffing change within the Indigenous Education Team was provided and reviewed. Senior Administration has been provided with support for the staffing change to take place for September 2023.

10. Time Sensitive Correspondence

The following time sensitive correspondence was shared:

- Letters re: Student Citizenship Awards
- Seven Oaks School Divisions The Annual Spring Lecture
- E-New March 9, 2023

Adjournment: 9:20 p.m.

Next Meeting: April 18, 2023 at 7:00 p.m.

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