



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

May 2, 2023

7:30 p.m.

Meeting No. 06-23

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 April 4, 2023

Special Board Meeting of April 18, 2023

REPORT ON EDUCATION

Building the Good Life: A Jameswood Alternative School and Career Development Collaboration

TRUSTEE STATEMENTS

There are no Trustee Statements.

HEARING OF DELEGATIONS

B. Alexander, Community Resident – School Property Tax

COMMITTEE REPORTS

Community Engagement Committee – April 11, 2023
Human Resources/Governance Committee – April 11, 2023
Committee of the Whole Finance/Facilities – April 18, 2023
Committee of the Whole Education – April 18, 2023

TRUSTEE COMMITTEE UPDATES

Awards and Scholarships Committee – April 5, 2023
Early Childhood Development Committee – April 11, 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. E-News April 19, 2023
 - b. Quebec English School Boards Association Executive Director Posting
 - c. 2023 AGM Record of Proceedings
 - d. l'Alliance Francais French for Parents Program
 - e. MSBA Brief Bill 35 The Education Administration Amendment Act
 - f. Follow up Letters from MSBA Annual Convention Resolutions
2. Manitoba Education and Early Childhood Learning
 - a. Letter re: K-12 Treaty Education
3. Minister of Education and Early Childhood Learning
 - a. Letter re: Elders and Knowledge Keepers in Schools Initiative
 - b. Letter and Proclamation May 2023 Music Month

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Second Reading - Borrowing By-Law 324-23
2. Third/Final Reading - Borrowing By-Law 324-23
3. First Reading – By-Law 326-23 Religious Instruction at Strathmillan School
4. First Reading – By-Law 325-23 Amending Organizational By-Law 316-21
5. Reverse Motion 03-22-23 Assessment Week

AGENDA-BASED QUESTIONS FROM THE PUBLIC

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

TRUSTEE PD SUMMARIES

1. Trustee Craig Glennie – Banff Management Course Conference Report – March 21-24, 2023

NEW BUSINESS

1. Trustee Craig Glennie – Naming of Facilities and Signage Policies
2. Notice of First Reading – By-Law 327-23 Amending Organizational By-Law 316-21

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. 6 – 22-23

April 11, 2023

MEETING HELD: Tuesday, April 11, 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. Initial Posts for Social Media Accounts

The Committee determined that the medium for posting would be Instagram and that the initial posts would serve as a soft launch which would highlight each Trustee, their ward, who they are, and their interests, beginning in May 2023.

A photo of the Board of Trustees will be taken on the date of the next Board Meeting.

In Fall 2023, the Board social media account will highlight what's taking place in schools across the Division with each Trustee responsible for posting during a particular month.

The Community Engagement Committee recommends:

That the schedule for posting on the Board social media account in Fall 2023 be referred to the Committee of the Whole In-Camera at the May 2, 2023 Board Meeting.

4. Additional Ideas for Community Engagement

The Committee discussed previous Community Engagement events such as community forums, barbeques, and mailers.

Community Forums will be reviewed at the June 13, 2023 Community Engagement Committee meeting.

5. Date of the Next Meeting

The next meeting is Tuesday, May 9, 2023 at 12:00 p.m.

6. Adjournment

The committee adjourned at 12:34 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. 03-23

#1749267

Meeting Held: Tuesday, April 11, 2023, Board Room, 5:30 p.m.

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

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

Regrets: James Dunlop, Assistant Secretary-Treasurer

DISCUSSION AND RECOMMENDATIONS:

1. Call to Order/Attendance

The meeting was called to order at 5:30 p.m. Attendance recorded above.

2. Approval of the Agenda

The agenda was approved as distributed.

3. Personnel Report to the Board

The Committee reviewed the personnel report updated to April 6, 2023.

4. 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 Policy AP1-1 Duties and Responsibilities of Excluded Staff Member be approved. (Appendix A)

5. Re-Affirmation of Organizational By-Law

The Committee reviewed the motion from Committee of the Whole Education that revises the Treaty One statement under Section 8 – Agenda Format of the Organizational By-Law to a more detailed version of a land acknowledgement.

The Human Resources/Governance Committee Recommends:

That notice of first reading of By-Law 327-23 amending Organizational By-Law 316-21 be provided at the May 2, 2023 Board Meeting.

6. Policy BDE Board Committees

The Committee reviewed the revision to Policy BDE Board Committees assigning the responsibility of monitoring the Trustee social media page to the chair of the community engagement committee.

The Human Resources/Governance Committee Recommends:

That Policy BDE Board Committees be approved (Appendix B).

7. MANTE Negotiations Representatives

Administration requested two Trustees to assist with MANTE Negotiations.

The Human Resources/Governance Committee Recommends:

That Trustees Sandy Lethbridge and Tara Smith be appointed to the MANTE Negotiations Committee.

The meeting adjourned at 6:10 p.m.

Next Meeting: Tuesday, May 9, 2023 at 5:30 pm.

Report presented by Sandy Lethbridge, Chair, Human Resources/Governance Committee
Minutes recorded by Carrol Harvey, Manager, HR and Carrie Melville, Secretary-TreasurerCFO

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

JOB DESCRIPTION:
CBA/AP1-1

#114092

CCA

DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT

POSITION TITLE: SUPERINTENDENT

REPORTS TO: ST. JAMES-ASSINIBOIA SCHOOL DIVISION BOARD

SUPERVISES: ALL NON-FINANCIAL ADMINISTRATIVE AND
SUPERVISORY STAFF

JOB SUMMARY: The Superintendent will provide strategic leadership of the Division by working together with the governing Board of Trustees, the Secretary Treasurer/ CFO, and the senior administrative team to determine and lead the educational direction of the school system. The Superintendent effectively oversees the delivery of programs and services, employees, properties and services within the Division and will hold final administrative authority for the execution of Board policies, regulations and directives. The Superintendent will establish a high-performance organization with dedicated, skilled, engaged and student-focused team members, excellent programming and supportive student services and strong fiscal stewardship and investment of resources. The Superintendent will work alongside the Board of Trustees in its commitment to an equity focus to impact policy, administrative action, instructional practice, and representation.

DUTIES AND RESPONSIBILITIES:

1. Educational Philosophy, Vision and Values

The superintendent, as the executive of the board, is responsible to:

- Assist in establishing and maintaining a focus on the shared vision of education for the school division .
- Support the Multi-Year Strategic Planning process including the development of Division goals, facilities and transportation plans, and implements plans as approved .

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- Collaborate with the board in enacting its responsibilities, including its vision, and its policies in relation to learning, resource management, and policy development .
- Understand and model professionalism and the values described by the organization's strategic plan, demonstrate ethical behavior and exercise moral leadership.
- Provide direction for divisional planning initiatives, including the involvement of all relevant constituents in the planning process.
- Provide information and recommendations to the board to facilitate decision-making.

2. Governance and Policies

The superintendent is responsible to:

- Provide leadership for effective development and implementation of curriculum, and all aspects of teaching and learning.
- Interpret policies, mandates and requirements in ways that maintain the congruence between vision and practice.
- Focus on the learning and education of all children in the division, including having systems to demonstrate achievement.
- Monitor the development, application and revision of policies and procedures within the division to ensure relevance and congruency with divisional values, legislated obligations, and the mandates of the division,
- Provide leadership throughout the division to promote the welfare and inclusion of all students within the diverse and multicultural context of a public education system and its communities.
- Oversee the Board of Trustees meeting agendas in collaboration with the chairperson of the Board (or designate), and be responsible for any correspondence, and communications that arise from such proceedings.

3. Professional Practices

The superintendent is responsible to:

- Establish a framework for teaching, learning and assessment for all students in the division and to ensure the educational program meets the needs of all students,
- Develop and maintain positive relationships with all stakeholders, including parents, community members, and external organizations.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**CBA/AP1-1**

- Administer and supervise the educational, financial, personnel, building operations and maintenance, and research and planning functions of the division through the provision of direction and guidance to appropriate senior administrative staff.
- Supervise the deployment and management of the use of divisional resources in accordance with divisional goals, policies, and direction with overall authority and responsibility for all personnel-related matters, except the mandates for MTS collective bargaining and those personnel matters precluded by legislation, collective agreements, or Board policy.
- Develop effective communication strategies and relationship skills with all members of the community.

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Appendix B

BOARD COMMITTEES

General Purpose

The Board uses a committee structure to produce recommendations to be considered for action by the Board in public session at its regular meetings. The Board relies on committees to research and conduct due diligence on issues and to monitor the operations of the Division through a system of organized reports.

Committees generally operate under the rules of the Board, however, the rules about the number of times and length of time a Trustee may speak to an item are relaxed to allow for a more thorough examination of the subject.

Standing and Ad Hoc Committees report to the Board as required by the Board or whenever the Committee deems necessary.

The meetings of Board Committees are private. Action is taken only after recommendations are reported to the Board in public session at a regular Board meeting where they are supported by appropriate rationale and any required exhibits.

Committee chairs and committee members are elected annually. The Committee Chair is responsible for exercising discretion in ensuring that all members have an opportunity to participate.

Committee meetings are held at the call of the chair. Committee of the Whole, Board and Standing Committee meetings are not open to the public.

Committee Membership

The Board Chair is a non-voting member of each committee by virtue of election to the position (ex officio).

Process for election of Chair and Vice Chair

- The Secretary-Treasurer/Chief Financial Officer circulates a request to all trustees prior to the inaugural or annual meeting for declared interest in the Chair and Vice Chair positions.
- The trustees are requested to submit to the Secretary-Treasurer/Chief Financial Officer their interest in Board Chair and Vice Chair positions before the inaugural or annual meeting.
- These lists will be compiled and copied by the Secretary-Treasurer/Chief Financial Officer and sent to all trustees by the Friday prior to the inaugural or annual meeting.

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- Trustees will review the expressed wishes of other trustees and be prepared to make nominations of trustees for the Chair and Vice Chair positions at the inaugural or annual meeting.

Process for election of committee members:

- The Secretary-Treasurer/Chief Financial Officer circulates a list of the board leadership positions to be filled to all trustees two weeks following the inaugural or annual meeting.
- The trustees are requested to submit to the Secretary-Treasurer/Chief Financial Officer their preferences as to the positions, i.e., committee chairs and/or memberships that they wish to undertake, in a prioritized order.
- These prioritized lists will be compiled and copied by the Secretary-Treasurer/Chief Financial Officer and sent to all trustees by the Friday prior to the Board Meeting that follows the inaugural or annual meeting.
- Trustees will review the expressed wishes of other trustees and be prepared to make nominations of trustees for the various positions
- Trustees are encouraged to rotate their membership regularly on the two standing committees during their term of office.

Committee Framework

Committees of the Board are organized in various ways related to their function and scale of work.

1. Committee of the Whole

The Committee of the Whole is used for two purposes. One purpose is to allow the Board to deal with confidential or sensitive matters in camera. (In camera proceedings are addressed below). Secondly, unless a standing, liaison or ad hoc committee is struck by the Board to deal with matters in a particular area, all other areas are addressed within the Committee of the Whole. Such areas include:

- Finance and Facilities; and
- Education.

a. Finance/Facilities Committee:

Responsibilities of this committee shall include the monitoring and development of policy in the following areas:

- i. Finance:
 1. Budget
 2. Expenditure Control

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3. Asset Inventory
 4. Financial Audit
 5. Purchasing
- ii. Facilities and Grounds:
 1. Development and Maintenance
 2. Fire and General Safety
 3. Rentals and Community Use
 4. New Construction and Renovations
 - iii. Student Transportation
 1. Departmental Regulations
 2. Student Eligibility
 3. User Fees

The Finance and Facilities Committee meets at a minimum bi-monthly per year (excluding July and August) and as required to address specific deliverables.

b. Education Committee

Responsibilities of this committee shall include the monitoring and the development of policy in areas relating to:

- i. Staffing requirements related to educational programming
- ii. New Education Programs
- iii. School Accommodation
- iv. Policy Manual updating
- v. Obtaining Reaction to Board Policies
- vi. Other matters as assigned by the Board of Trustees

The Education Committee meets once a month per year (excluding July & August).

The Education Committee monthly agenda will include education programming presentations from Senior Administration and professional staff regarding public education and student achievement.

Committee of the Whole shall also be used when meeting with local municipal councillors from the City of Winnipeg and RM of Headingley and with local MLAs and MPs.

Committee of the Whole in Camera

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This form occurs on regular meeting agendas to consider items of a privileged nature as defined in the Organizational By-Law.

Committee of the Whole in Public

This form used in Regular meeting agendas to address issues of an immediate or urgent nature where time does not permit referral to a standing committee with a subsequent report to the Board for action. This committee is convened by motion as required.

2. Standing Committees

The Standing Committees are established as a sub-set of the Board for reasons of efficiency and to facilitate in-depth discussion that is better suited for smaller groups. Meetings are scheduled closely with the Regular Meetings of the Board to enable timely deliberation and effective response with recommendations for action. The Standing Committees are described below.

a. Human Resource/Governance

Membership shall consist of the chair of the committee and 3 trustees.

Responsibilities of this committee include Human Resource and Governance.

Human Resource includes the monitoring and the development of policy in areas relating to:

- i. Hiring (all employees)
- ii. Leaves (all employees)
- iii. Review for approval by the Board: Administrative Staff and Coordinator Staff placements as recommended by the Superintendent
- iv. Assessment of employee personnel policies
- v. Negotiations
- vi. Salary Classification
- vii. Employee Benefits
- viii. Grievances and Liaison policy

The terms of reference for Governance are as follows:

- i. To review the operation and application of the Board's Organizational By-Law
- ii. To review sections A and B of the Policy Manual
- iii. To assist and advise the Board in areas of parliamentary procedure (Roberts Rules of Order)

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- iv. To review as required the ward boundaries of the school division as set out by the Public Schools Act
- v. To assist the Chair of the Board in the area of trustee development in relation to the operating procedures by-law and/or the responsibilities of committees and committee chairs
- vi. To advise the Board on accepted good practice in Governance
- vii. To be responsible for conducting the process of the annual Board self-evaluation
- viii. To consider other items as referred by the Board

b. Community Engagement Committee

Membership shall consist of the chair of the committee and 3 trustees.

The terms of reference of the Community Engagement Committee are as follows:

- i. To market/promote the schools and the Division to the community in a positive manner
- ii. To determine appropriate strategies to effectively communicate to the community
- iii. To highlight and celebrate, wherever possible, the successes of the staff and students in the Division
- iv. To review data provided by administration on an annual basis – including non-resident data, private/home school data, exit/entrance surveys and larger divisional surveys in order to effectively monitor the marketing and communication of the Division
- v. To prepare and facilitate Trustee community events.
- vi. To provide oversight of the information gathering initiatives of the Board that are incorporated in the Four-Year Planning Cycle. For example, focus groups and the Division-hosted Parent Forum.
- vii. The chair of the committee is responsible for monitoring the Trustee social media page.

3. Other Committees

a. Awards and Scholarships Advisory Committee

Membership shall consist of:

- a. Superintendent or designate
- b. Accounting Supervisor
- c. two principals, senior years
- d. one principal, middle years
- e. one principal, early years

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- f. one trustee
- g. two members of the St. James Scholarship Foundation

The terms of reference of the Awards and Scholarships Advisory Committee are set out in Regulation JM-R – Awards and Scholarships.

The mandate of the Awards and Scholarships Advisory Committee shall be:

- a. To make recommendations to the School Board for adoption as policy in the matter of awards and scholarships.
- b. To review and recommend action in respect to the establishment and presentation of awards and scholarships.

The committee shall meet a minimum of once per year, or more often at the call of the Chair.

b. Liaison Committees Membership and Roles:

i. Board/Student Council

Membership: 1 trustee

Role: The trustee will attend the two regularly scheduled divisional student council meetings and report to the Board following the meetings.

ii. Board/St. James-Assiniboia Teachers' Association

Membership: Chair of the Human Resource/Governance Committee, one other trustee and administrative representation as required.

Role: Discuss issues that may be referred from the collective bargaining process and other issues of mutual interest.

iii. Divisional Early Childhood Committee

Membership: 1 trustee

Role: The trustee will act as liaison between the Board and the Divisional Early Childhood Committee.

iv. Mental Health Promotion Committee

Membership: 1 Trustee

Role: The trustee will attend meetings and report annually to the Board.

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v. Safe Schools Committee

Membership: 1 Trustee

Role: The trustee will attend meetings and report annually to the Board.

vi. Ziibi Odewei'igan Committee

Membership: 1 Trustee

Role: The trustee will attend the regularly scheduled meetings and report annually to the Board.

vii. Assiniboia Chamber of Commerce

Membership (paid): 1 Trustee

Role: The trustee will act as liaison between the Board and Assiniboia Chamber of Commerce.

4. Ad Hoc Committees

Ad Hoc Committees may be appointed by the Board to act in an advisory capacity to deal with a specific matter or a related group of matters only and shall, if possible, have a time limit within to operate. (Example: Schools Review Committee)

The Board shall establish terms of reference for the Ad Hoc Committee so that the responsibilities and term of operation for the committee are clear.

The Board shall strike a budget, if one is required, for the Ad Hoc committee to operate.

Ad Hoc committees shall:

- a. Be appointed at any time deemed advisable by the Board
- b. Consist of no less than two members but no more than four, one of whom shall be appointed as Chairperson
- c. Be advisory to the Board and have no deliberative authority
- d. Report to the Board as necessary
- e. Take no action on any matter but submit recommendations to the board for approval

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- f. Make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board
- g. Be automatically dissolved as a Committee upon Board acceptance of the committee's final report unless asked to continue by the Board

5. Retirement Plan Committee

Membership:

Two trustees, Secretary-Treasurer/Chief Financial Officer, one representative from each of the non-teaching bargaining units and staff support as required.

Role:

The committee acts in accordance with the governance role of the Retirement Plan for Non-Teaching Employees.

Committee Minutes

The Committee Chair reviews the minutes prior to distribution. The Chair of a Committee (or designate) is responsible for presenting the report of the Committee to the Board at the next regular Board meeting.

Minutes of Committee meetings become part of the Board's official record when they are approved by the Board at a Board meeting. Committee recommendations are put forward at the Board Meeting by the Chair of the Committee (or designate) and detailed in the minutes in the format of a resolution.

Recommendations may be amended by the Board before adoption and are debatable. In the case of multiple recommendations, each may be addressed separately at the request of any one Trustee. The adoption or approval of Committee minutes in their entirety gives effect to all recommendations, either in their original form or as amended.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE COMMITTEE OF THE WHOLE FINANCE/FACILITIES No. 06-23

Meeting Held: Tuesday, April 18, 2023, Aidan Conklin Building/Teams, 6:26 p.m.

Present: Cheryl Smukowich, Board Chair
 Michael Cabral, Trustee
 Angela Dunn, Trustee
 Craig Glennie, Trustee
 Holly Hunter, Board Vice Chair
 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 (K to 12) and
 Administration
 Mari Aguirre, Manager, Facilities & Future Development

Regrets: 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. CPI Update - February 2023

The Committee reviewed the CPI update from MSBA as at February 2023.

4. Financial Statement - February 2023

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

5. Manitoba Education and Early Childhood Learning Correspondence - Phoenix School – Modular Classroom Units – Tender Award Authority and Initial Project Support

The Committee reviewed correspondence from Manitoba Education and Early Childhood Learning.

6. Payroll Officer Update

The Secretary-Treasurer/CFO provided an update on the recruitment process for the Payroll Officer position. Temporary assistance will be required until the position is filled permanently.

The Committee of the Whole Finance/Facilities recommends:

That the casual rate for temporary payroll assistance as discussed, be approved.

Adjournment: 6:49 p.m.

Next Meeting: Committee of the Whole Finance
Tuesday, May 16, 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

REPORT OF THE COMMITTEE OF THE WHOLE EDUCATION – No. 03-23

Meeting Held: Tuesday, April 18, 2023, 2574 Portage Avenue Board Room, 7:00 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. **Summative Assessment Practices in Senior Years Schools**

Acting Superintendent, Jenness Moffatt, provided a review of the semester one senior years final assessments across the Division. Examples of different methods of assessment were provided along with a plan for improvement in the 2023-2024 school year.

Committee of the Whole Education recommends:

That beginning the 2023/2024 school year, St. James-Assiniboia School Division implement Grade 9 common assessments in literacy and numeracy and pilot across all senior years schools, develop Grade 10-12 common assessments in literacy and numeracy and pilot across all senior years schools and improve school communication to ensure assessment language is shared and understood with students and parents.

And further;

That Senior Administration provide a progress update of assessment practices at the end of semester one in 2024 to the Committee of the Whole Education.

4. **Revised Policy EEAA Student Eligibility for Transportation Services, Regulation EEAA-R, EEAA-R-2 and Exhibit EEAA-E-2**

The Committee reviewed updates to Policy EEAA Student Eligibility for Transportation

Services along with corresponding regulations and exhibits. The changes were reflective of current practices and updated language.

Committee of the Whole Education recommends:

That Policy EEAA Student Eligibility for Transportation Services be approved.

And further;

That Regulation EEAA-R Student Eligibility for Transportation Services, EEAA-R-2 Designated Schools Brooklands and Headingley and Exhibit EEAA-E-2 Personal Transportation Plan be received as information. (Appendix A)

5. New Policy, Regulation and Exhibit EEAB Transportation of Students in a Joint Custody Arrangement

The Committee reviewed and approved new policy, regulation and exhibit EEAB Transportation of Students in a Joint Custody Arrangement.

Committee of the Whole Education recommends:

That new Policy EEAB Transportation of Students in a Joint Custody Arrangement be approved.

And further;

That Regulation EEAB-R Transportation of Students in a Joint Custody Arrangement and Exhibit EEAB-E Application Form be received as information. (Appendix B)

6. External Grants in Schools 2022-2023

The external grants in schools list for the 2022-2023 school year was reviewed.

7. Time Sensitive Correspondence

The following time sensitive correspondence was shared:

- E-News April 5, 2023
- Alliance Francais du Manitoba
- First Nations Educational Resources – Streaming Videos for Education
- Memo re Student-Staff-Trustee-Volunteer Travel Accident Insurance Renewal

Adjournment: 8:11 p.m.

Next Meeting: May 16, 2023 at 6:00 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: EEAA
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#88356

 EEAA-R
 EEAA-E
 EEAB
 JC

STUDENT ELIGIBILITY FOR TRANSPORTATION SERVICES

It is the policy of the Board to facilitate transportation of eligible students* to their designated or catchment area school, as shown on the Division's current catchment-area map, by the following methods: on school buses or public service vehicles, by providing a transportation allowance, or by providing metro transit tickets - whichever method is deemed more practical and/or economical to the Division.

“Eligible students” refer to all students that are considered residents of the Division, whereby their custodial parent(s) live in the St. James-Assiniboia School Division.

I. STUDENTS ENTITLED TO TRANSPORTATION SERVICES BY THE PUBLIC SCHOOLS ACT AND THE REGULATIONS UNDER THE PUBLIC SCHOOLS ACT

General Requirement:

Transportation shall be provided for all students who have more than 1.6 km to walk in order to reach school, and regardless of distance for those pupils who are unable to walk to school because of physical or other handicaps.

Students unable to walk to school, and certain other classes of transportable students, are further defined by Regulation, as noted below:

- a) **Exceptional Learning Needs:**
Students who are unable to walk safely to school and have exceptional learning needs.
- b) **Exceptional Physical Needs:**
Students who are unable to walk safely to school and have exceptional physical needs.

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- c) Program in Another Division:
Students sponsored by the Division to a school of another school division to take a program not provided in the pupil's home school division.
- d) Private School Pupils:
In accordance with shared services agreement as approved by the Minister of Education.
- e) Urban K to Gr. 6 Students More Than 1.6 km from School:
Students who have more than 1.6 km to walk and who are not otherwise eligible.

II. STUDENTS ENTITLED TO TRANSPORTATION SERVICES BY BOARD POLICY:

- a) A K to Gr. 6 student residing within the Division whose normal walking distance from the designated entrance of the school in his/her catchment area to his/her home (**) exceeds 1.6 km, as measured according to procedures outlined in EEAA-R, Sec. V.

- (**) "home" or "residence" may also be taken to mean the address where the student is being cared for during the day, provided such "care" is being provided for at least one hour per day beyond the interval between school bus pickup and drop-off times. Non-resident parents will be responsible for ensuring their child is transported to and from school.

- b) A K to Gr. 6 student residing within the Division, who is required to cross a hazardous roadway without the benefit of an adult crossing guard to the school within his/her catchment area.

Hazardous roadways are defined as divided roadways with six or more lanes (Portage Avenue and Century Street).

- c) Grade 7 to Grade 12 students in the Brooklands and Headingley areas are transportable to the designated home school, further

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referenced in EEAA-R-2 Designated Schools – Brooklands and Headingley.

III. STUDENTS INVOLVED IN SPORTS, FIELD TRIPS, WORK EXPERIENCE, OR OTHER SCHOOL-PLANNED AND SUPERVISED TRIPS.

(Transportation may be provided by school buses if available, or other means such as commercial carriers or volunteer drivers. Annual budget allocations shall be provided to the individual schools to assist with the cost of this service.)

APPROVED 77 05 24

REVISED 82-05-18 Motion 367-82

REVISED 82-12-07 Motion 754-82

REVISED 83-07-12 Motion 463-83

REVISED 84-06-19 Motion 453/456-84

REVISED 84-11-06 Motion 676-84

REVISED 85-05-21 Motion 314-85 (reduce 1.6 km to 1.0 km)

REVISED 86-06-24 Motion 360-86 (General revision + exhibit)

REVISED 86-09-23 Motion 441-86 (Regulations (Section V)

REVISED 87-01-13 Motion 10-87 (Section III)

REVISED 88-12-13 Motion 723-88 (Section II (a))

REVISED 89-04-25 Motion 8-18-89 (Section I (d) -see Addendum)

REVISED 89-09-26 Motion 17-14-89 (Section II (a) - "home" address

REVISED 93-05-25 Motion 10-07-93

REVISED 95-03-14 Motion 05-16-95

REVISED 95-07-11 Motion 12-04-95

REVISED 98-10-13 Motion 17-03-98 (ii.(c)Phoenix School)

REVISED 04-01-13 Motion 02-12-04 (full day kindergarten item II)

REVISED DRAFT FOR COMMITTEE REVIEW January 24, 2007

REVISED 19-03-15 Motion 05-07-19

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EEAA

STUDENT ELIGIBILITY FOR TRANSPORTATION SERVICES

I. Determining Eligibility:

Determination of a student's eligibility* for transportation services, in keeping with Board Policy, shall be the responsibility of the school principal. The Assistant Superintendent and/or the Supervisor of Transportation shall assist the Principal in this matter when requested.

****"Eligible students" refers to all students that are considered residents of the Division, whereby their custodial parent(s) live in the St. James-Assiniboia School Division.***

II. Procedures for Measurement of 1.6 km Walking Distance Used to Determine Eligibility for Transportation to the Designated School:

- a) Measurement shall proceed FROM the school entrance designated for this purpose, as identified in the student routing program "Traversa".
- b) Measurement shall proceed ALONG any combination of sidewalks, streets (in cases where no sidewalk exists), and public walkways and paths, which constitutes the shortest distance from school to the student's residence as identified in the student routing program "Traversa". (**)
- c) Measurement shall proceed TO the point where the sidewalk, walkway, or driveway (whichever is the closer) leading to the main entrance of the student's residence intersects with the city sidewalk or street as identified in the student routing program "Traversa". (The main entrance shall be the one corresponding to the postal address of the residence.) (**)

If the distance so measured is greater than 1.6 km, then the student(s) in Grades K to 6 living in said residence shall be eligible for transportation.

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- (**) "home" or "residence" may also be taken to mean address where student is being cared for during the day, provided such "care" is given for a total of at least one hour per day beyond the interval between school bus pickup and drop-off times. Non-resident parents will be responsible for ensuring their child is transported to and from school.

III. Service for Students Unable to Walk to Their Designated School Because of Exceptional Learning and/or Exceptional Physical Needs

Transportation decisions shall be based on a student's specific needs. Not all students with exceptional needs require special transportation services. Inclusion begins with the assumption that all students who live within walking distance should walk to school. When walking is not appropriate because of a student's exceptional needs or because the student does not attend his/her local school, the Individual Education Plan (IEP) team shall consider transportation options. The transportation goal for every student should be to use the most inclusive environment possible that enables the student to safely function at a maximum of his or her physical and mental ability.

Students with exceptional needs may be transported in a variety of vehicles. These include, but are not limited to:

- Regular school bus
- Regular school bus with minor modification or lift
- Regular school bus with integrated seat of restraint
- Modified bus with other students with exceptional needs
- Modified bus with attendant with special training
- Bus ride alone with attendant
- Public transit
- Taxi
- Private vehicle
- Contracted exceptional needs vehicle

The vehicle of choice shall be based on the student's specific needs as determined by the IEP team, with due consideration of both the most appropriate and cost-effective option. Parents/guardians, as part of the IEP team, should be in agreement with the type of vehicle used.

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The IEP team may recommend a service or routine that is not regularly provided by the school division's transportation department. In this case, it is recommended that a representative from the transportation department attend the meeting to discuss options and alternatives that might be considered. All alterations or deviations to regular transportation shall be recorded on the Personal Transportation Plan (PTP) EEAA-E-2, including location of loading and unloading sites and how to handle a situation when no authorized person is available to receive a student.

When school bus routes are not available or economical, if the student's use of Winnipeg Transit service is feasible, City of Winnipeg Transit tickets shall be provided.

Under these circumstances and after consultation with the Transportation Supervisor and/or appropriate Student Services staff, tickets will be supplied upon request to the school the student is attending. Requests shall be submitted to the Accounting Clerk in September for the Fall Term, and in December for the Spring Term, on forms provided by the Division office.

Where placement decisions have been made for students to attend special programs outside their feeder schools, bus tickets will be issued centrally.

IV. Personal Transportation Plans (PTP)

The Transportation Supervisor, in consultation with the Director of Inclusion Support Services and Accessibility, the Principal, Student Services Coordinator and appropriate student services staff, shall determine which transportable students with exceptional needs require a Personal Transportation Plan EEAA-E-2.

- a) The Personal Transportation Plan shall be developed by the Individual Education Plan (IEP) team, including the parent/guardian. If it is anticipated that the IEP team may recommend a service or routine that is not regularly provided by the school division's transportation department, it is recommended that a representative from the transportation department attend the meeting to discuss options and alternatives that might be considered where this is warranted by the student's specific needs.

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- b) The Personal Transportation Plan shall describe unique features for the individual student respecting matters such as:
 - i) student identification
 - ii) location of, and conveyance of student to, the pick up and drop off points
 - iii) procedures when no one is available to receive the child
 - iv) special discipline, emergency, and evacuation procedures if required
 - v) type of service (type of vehicle)
 - vi) assisting devices
 - vii) any service or routine that is not regularly provided by the school division's transportation department
 - c) The PTP should be attached to the student's IEP. If the PTP is a separate document it shall be signed by the parent(s) or guardian(s).
 - d) All specific information about a given student shall be reflected on the PTP prior to actual implementation.
 - e) Copies of the Personal Transportation Plan shall be made available for:
 - i) Parents
 - ii) Principal
 - iii) Driver and/or bus monitor
 - iv) Student Services Coordinator
 - v) Transportation Supervisor
- V. Level of Service provided to all Transported Students other than those with a Personal Transportation Plan
- a) Pick up and drop off locations shall be at community stops established by the Transportation Supervisor. Community stops shall be distributed throughout the catchment areas in such a manner as to minimize the distance travelled by buses and the number of stops. Normally, students will not be required to walk more than .5 km. from their designated residence (EEAA,II,a) along a public road, lane or street to a stop.

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- b) Students may be allowed a different designated address for the pick up and the drop off providing both addresses meet criteria in Section II above, are on the same route, and the same bus stop locations are utilized on a regular basis, i.e. each school day. In the interests of student safety, requests for alternate pickups and drop offs on an irregular, temporary or occasional basis will not be considered.
- c) The Transportation Supervisor will design bus routes with student safety in mind taking into account hazardous conditions, student access to pickup and drop off points in all types of weather, vehicle volumes and control at intersections, etc. All bus drivers (both Division and contract) will be given a set of safety criteria for routes and bus stops and will be instructed to provide immediate feedback to the Transportation Supervisor when appropriate conditions are not met so adjustments can be implemented as quickly as possible.
- d) Children will be dropped off on the side of the street where they live only where this can be achieved in an efficient manner in accordance with established routes and normal sweeps of buses through each area serviced.

VI. Allowances in Lieu of Transportation (under Policy EEAA):

In certain circumstances it may not be practical to provide transportation either by school bus or by public service vehicle, even though the student is eligible for transportation under Policy EEAA. In such cases, a student's transportation may be covered by providing an allowance in lieu of transportation to the parent or legal guardian.

VII. Programs Outside the Division:

Students sponsored by the Division to attend a program outside the Division (such as the Français program or other programs not available in the Division), where it is not practical to provide transportation by school bus or public service vehicle, may be provided with an allowance in the amount of the grant received by the division for transportable students. Allowances will be provided twice a year - at the end of each term upon verification of attendance and by mutual agreement with the parent, or as arranged by the Secretary-Treasurer/Chief Financial Officer.

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VIII. Designated Schools:

Students who are eligible for transportation are transportable only to their designated or catchment area school, as shown on the Division's current catchment area map. If they register for two credits per year of a Division program (leading to a diploma) not available at their designated or catchment area school, they are transportable to the nearest St. James-Assiniboia school offering the required program, and, once attending, if they withdraw from that program, they will be transported to that school only for the remainder of the school year.

a) Brooklands and Headingley – See EEAA-E-3

b) Special Program Enrolment and Transportable Status

Students enrolled in a school other than their designated home school because of a special program they are taking, lose their transportable status to that school if they discontinue the special program that made them eligible initially. Students in that situation must, by the end of the year in which the program change took place, elect one of the following courses of action:

- i. Transfer to their designated home school,
OR
- ii. Continue at the school in question, but provide their own transportation (private vehicle, Metro Transit, or request purchase of a seat on a division bus route).

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EEAA
EEAA-R**DESIGNATED SCHOOLS- BROOKLANDS AND HEADINGLEY**

Students who are eligible for transportation are transportable only to their designated or catchment area school, as shown on the Division's current catchment area map. If they register for two credits per year of a Division program (leading to a diploma) not available at their designated or catchment area school, they are transportable to the nearest St. James-Assiniboia school offering the required program, and, once attending, if they withdraw from that program, they will be transported to that school only for the remainder of the school year.

Designated Schools for Brooklands and Headingley:

The table below lists the designated schools, for selected programs, for Brooklands and Headingley students. Students are transportable to these designated schools if otherwise eligible according to Policy EEAA.

K to Gr. 5

Brooklands Regular – Brooklands School
French Immersion – École Assiniboine
Headingley Regular – Phoenix School
French Immersion – École Robert Browning

Gr. 6 to 8

Brooklands Regular – George Waters Middle School
French Immersion – École Ness
Headingley Regular – Lincoln Middle School
French Immersion – École Ness

Gr. 9 to 12

Brooklands Regular and Vocational – St. James Collegiate
French Immersion – Collège Sturgeon Heights Collegiate
Other Vocational Not Offered at St. James Collegiate (Gr. 10-12) – Collège Sturgeon Heights Collegiate
Headingley Regular - Westwood
French Immersion – Collège Sturgeon Heights Collegiate
Vocational (Gr. 10-12) – Collège Sturgeon Heights Collegiate
Other Vocational (Gr. 10-12) Not Offered at Collège Sturgeon Heights Collegiate – St. James Collegiate

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**PERSONAL TRANSPORTATION PLAN (PTP)**

This form is to be completed annually by the Principal, Student Services Coordinator and the Transportation Supervisor in consultation with the parents.

School Year: _____ School: _____ Grade: _____

STUDENT INFORMATION

Last Name: _____ First Name: _____

Date of Birth: _____

**ATTACH STUDENT PHOTO HERE IF
AVAILABLE (BUS DRIVER'S COPY ONLY)**

Student Number (5-digit Powerschool ID) _____
(find under Powerschool → Demographics → PSC)

Home Address: _____

Home Phone Number: _____

Parent or Legal Guardian Name: _____ Work Number: _____

Parent or Legal Guardian Name: _____ Work Number: _____

Emergency Contact Name: _____ Phone Number: _____

Home Address: _____

Doctor Name & Phone: _____

MEDICAL CERTIFICATES MAY BE REQUESTED (ATTACH TO SCHOOL COPY)

DESCRIPTION OF EXCEPTIONAL NEEDS: (including any special student behaviors or mannerisms to be expected)

DESCRIPTION OF SERVICE:

Can student ride regular bus? ☐ Yes ☐ No

Students will be required to walk to community stop in their area. Door to door service will be discussed with the Student Services Coordinator and Transportation Supervisor based on criteria outlined below:

Vest? ☐ Yes ☐ No Currently has vest? ☐ Yes ☐ No **if yes SEE APPENDIX A**

Wheelchair? ☐ Yes ☐ No **if yes SEE APPENDIX B**



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

EEAA-E-2

LL #532431

DROPPING OFF STUDENT AT HOME BUS STOP (check one):

- ☐ No Supervision Needed
- ☐ Must be someone at the bus stop to receive student – **student must be met at the door of bus.**
- **Indicate all individuals, and their relationship with the student, who are authorized to receive the student at the bus stop (ID required):**

SPECIAL EMERGENCY PROCEDURES, SPECIAL NOTES, ETC. (as required):

Student has URIS file? ☐ Yes ☐ No (if yes, please fill in information below)

Allergies: ☐ Yes ☐ No Epipen: ☐ Yes ☐ No Allergic to: _____

Asthma: ☐ Yes ☐ No Inhaler: ☐ Yes ☐ No Location of Epipen/Inhaler: _____

Diabetes: ☐ Yes ☐ No

Seizures: ☐ Yes ☐ No If yes, student must be accompanied by an EA on the bus

When does student require an EA? ☐ AM ☐ Noon ☐ PM

Does student require EA? (other) ☐ Yes ☐ No

When does student require an EA? ☐ AM ☐ Noon ☐ PM

Explanation of need for an EA:

THE ABOVE HAS BEEN REVIEWED AND APPROVED BY:

Parent or Legal Guardian: _____
Signature Date

Principal: _____
Signature Date

Student Services Coordinator: _____
Signature Date

Transportation Supervisor: _____
Signature Date

Please submit to your Student Services Coordinator no later than April 30th for the following school year. Late submissions may delay the application and risk the student not receiving busing at the beginning of the school year.

This personal information is collected under the authority of The Public Schools Act, the Freedom of Information and Protection of Privacy Act (FIPPA), and the Personal Health Information Act (PHIA), and will be used for the purpose of safe transportation of students. If you have questions on the collection of this information contact the Access and Privacy Officer, SJASD, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.



Appendix A – Vest use on School Bus

Student Name: _____

Student School: _____

Date and description of observation without a vest of student on bus with school MTS staff:

1. _____
2. _____
3. _____

Reason for request:

Currently has a vest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Current size of vest;	xsmall	small	medium	large	xlarge
Size needed for next school year;	xsmall	small	medium	large	xlarge
<u>Sizing Chart</u>					
Small	Waist Size Range 22" to 28"				
Medium	Waist Size Range 30" to 36"		Vest measured by Occupational Therapist	<input type="checkbox"/>	
Large	Waist Size Range 38" to 44"		Guardian Approved Use of Vest		<input type="checkbox"/>

PLEASE NOTE THAT ALL VESTS ARE TO BE MEASURED OVER EVERYDAY CLOTHES. A STUDENT USING A VEST IS TO BE FITTED UNDER ALL JACKETS AND THE VESTS ARE TO BE WORN UNDER ALL JACKETS.

A student requiring a vest will be referred to the Occupational Therapist (OT) in your school and a copy of this appendix will be shared.

Confirmation OT approved*: _____

*If student is equipped with a vest an EA will be required to ride the bus with the student.

Approved by Student Services Coordinator: _____ Date: _____

Approved by Transportation Supervisor: _____ Date: _____



Appendix B – Wheelchair use on School Bus

Student Name: _____

Student School: _____

Description of needs:

Make & Model of Wheelchair: _____

Wheelchairs must meet the WC19 standards. The transportation goal for every student should be to use the most inclusive environment possible that enables the student to safely function at a maximum of their physical and mental ability.

☐ Guardian Approved Use of Wheelchair

Wheelchair Authorized by Occupational Therapist: _____

PLEASE NOTE THAT EDUCATIONAL ASSISTANTS ARE NOT AUTHORIZED TO HELP WITH WHEELCHAIR LOADING AND UNLOADING. HOWEVER, THEY CAN HELP WITH OPENING AND CLOSING THE OUTSIDE DOOR AS WELL AS WHEELING ON AND OFF THE LIFT. PLEASE MAKE SURE YOU HAVE THIS DISCUSSION WITH THE ASSIGNED EDUCATIONAL ASSISTANT.



APPENDIX C – TAXI SERVICE

Does the student require taxi service? ☐ Yes ☐ No

Does the student require Wheelchair Access? ☐ Yes ☐ No

Student Services Coordinator Permission Granted ☐ Yes ☐ No

Authorization Of Specialized Transportation (Taxi Service):

Please supply the following information:

Student Name: _____

Student School: _____

Student AM Pickup Address: _____

Student AM Pickup Time: _____

EA in vehicle with student: ☐ Yes ☐ No

EA AM Pickup Address: _____

EA AM Pickup Time: _____

Student PM Pickup Address: _____

Student PM Pickup time: _____

Student Drop off Address: _____

EA Pickup Address: _____

EA Pickup Time: _____

EA Drop off Address: _____

**INCLUSION SUPPORT SERVICES AND ACCESSIBILITY DIRECTOR ONLY:
Authorization of Specialized Transportation (Taxi Service)**

Signature of Director

Date

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

POLICY: EEAAB

LL #1746090

EEAAB-R

**TRANSPORTATION OF STUDENTS IN
A JOINT CUSTODY ARRANGEMENT**

The St. James Assiniboia School Division considers of prime importance the safety of students. It is with safety in mind that the Division normally provides transportation services to and from one address per student.

The Division recognizes that some students reside at two different addresses in accordance with a court order or separation agreement conferring a joint arrangement. The Division shall endeavor to accommodate students in joint custody arrangements who require transportation to or from an alternate address, as specified in EEAAB-R.

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LL #1745753

**TRANSPORTATION OF STUDENTS IN
A JOINT CUSTODY ARRANGEMENT**

In situations of joint custody, where a student who qualifies for transportation under Policy EEAA & EEAAB-R resides with both parents/guardians in two different residences, transportation may be provided under the following conditions:

- a. Both addresses are within the catchment area for the student's designated school and within the transported boundary of the designated school.
- b. The custody agreement must be provided to the school Principal and the schedule of the agreement meets an alternating week to week schedule.
- c. Parents will be allowed to request only one arrangement per school year unless the court orders a change in the custody agreement.
- d. A Transportation of student(s) in Joint custody Application form (EEAAB-E) must be completed and signed by each custodial parent/guardian and submitted to the school Principal.
- e. The schedule must reflect the same pick up and drop off addresses in a given day.
- f. The form must be completed annually before the end of April for the following school year to provide information needed in planning future bus routes.

Should custody arrangements change or should one of the parents/guardians move, it is the responsibility of both Parents/Guardians to advise the school of the change, in which case the transportation of the student may be suspended pending review of the circumstances. Parents/Guardians must accept the responsibility for the management of the alternating schedule, boarding the correct bus and disembarking at the correct bus stop location.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

EEAAB-E

LL #1746220

TRANSPORTATION OF STUDENT(S) IN JOINT CUSTODY APPLICATION FORM

(Must be filled out by both parents/guardians)

School Year: _____ School: _____ Grade: _____

Student Last Name: _____ Student First Name: _____

Name of Parent/Guardian A:

Relationship to Student: _____

Transportable Address: _____

Home Address: _____

Phone Number: _____

Name of Parent/Guardian B:

Relationship to Student: _____

Transportable Address: _____

Home Address: _____

Phone Number: _____

Start date of Week 1: _____

Transportable address of Week 1: _____

By signing this form, Parents/Guardians acknowledge they agree with the schedule as completed above. Parent has provided school with legal documents to support transportation needs.

Signature of Parent/Guardian A

Date

Signature of Parent/Guardian B

Date

School Principal's Signature

Date

Copy to Transportation, Original in student file