



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

MISSION STATEMENT

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

AGENDA

Meeting of the St. James-Assiniboia School Division Board

Board Room, Aidan Conklin Building, 2574 Portage Avenue

May 10, 2022

7:30 p.m.

Meeting No. 10-22

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 26, 2022

REPORT ON EDUCATION

There is no Report on Education scheduled.

TRUSTEE STATEMENTS

There are no Trustee Statements.

HEARING OF DELEGATIONS

There are no Delegations Registered.

COMMITTEE REPORTS

Education Committee – April 19, 2022

Finance/Facilities Committee – May 3, 2022

TRUSTEE COMMITTEE UPDATES

There are no Trustee Committee Updates

REPORT OF THE SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

1. Linwood School Student Petition – Exercise in Student Voice

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. E-News May 4, 2022
2. The Manitoba Teachers' Society Letter to Open Negotiations
3. Minister of Education and Early Childhood Learning Letter and Proclamation re: May 2022 as Music Month
4. Manitoba Education and Early Childhood Learning Letter re: National Day for Truth and Reconciliation
5. The Historical Museum Association of St. James-Assiniboia Thank you Letter

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Notice of Motion By-Law 320-22 Amending By-Law 316-21 Board Organizational By-Law
2. Notice of Motion By-Law 322-22 Amending By-Law 317-21 Board Member Compensation and Expenses (Trustee Indemnity By-Law)

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 Bruce Chegus – 2022 CAPSLE Conference

NEW BUSINESS

There are no New Business items.

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE EDUCATION COMMITTEE NO. 7 ~ 21-22

LL#1654371

April 26, 2022

Meeting Held: Tuesday, April 19, 2022, Microsoft Teams, 6:00 p.m.

Present: Holly Hunter, Chair
Nicole Bowering, Trustee
Craig Glennie, Trustee
Sandy Lethbridge, Trustee

Cheryl Smukowich, Chair of the Board

Jenness Moffatt, Assistant Superintendent, Education (K-12), Student Services and Administration

Regrets: Jennifer Lawson, Trustee

DISCUSSION AND RECOMMENDATIONS

1. Call to Order / Attendance

Trustee Holly Hunter called the meeting to order at 6:00 p.m.
Attendance recorded above.

2. Approval of Agenda

Agenda approved as presented.

3. Malaya Marcelino Correspondence re: Adult Education – Brooklands Area

The Committee had a brief discussion on this topic. This item will remain as a pending item. Details on the Stevenson-Britannia Adult Learning Centre and the Continuing Education program will be provided for information.

4. Winnipeg and the Sustainable Development Goals: A Voluntary Local Review of Progress 2021 report.

The Voluntary Local Review of Progress 2021 report was reviewed as information.

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

The Committee reviewed the Organizational By-Law and no changes were suggested.

6. External Grants in Schools for the 2021-2022 school year

The external grants in schools list was reviewed. A thank you letter over signature of the Board Chair will be sent to the Child Nutrition Council of Manitoba.

The Education Committee Recommends:

That a thank you letter over signature of the Board Chair be sent to the Child Nutrition Council of Manitoba.

7. Policy IKE Acceleration and Retention of Students and Regulation IKE-R Acceleration and Retention Administrative Procedures (attached)

The following revised policy and new regulation were reviewed as presented:

- Policy IKE Acceleration and Retention of Students
- Regulation IKE-R Acceleration/Retention Administrative Procedures

The Education Committee Recommends:

That policy IKE Acceleration and Retention of Students be approved,

And Further;

That regulation IKE-R Acceleration/Retention Administrative Procedures be received as information.

The meeting adjourned at 6:55 p.m.

Next meeting: May 17, 2022

Report presented by Holly Hunter, Chair, Education Committee

Minutes recorded by Jenness Moffatt, Assistant Superintendent, Education (K-12), Student Services and Administration

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ACCELERATION/RETENTION OF STUDENTS

The St. James-Assiniboia School Division recognizes that students vary in their abilities to learn and the rate at which they learn. Decisions around promotion or retention of students may have far-reaching implications for student success in school.

Whether the decision is to promote or retain a student, the school will address the student's learning needs by providing the appropriate supports.

In keeping with the Mission, Vision and Values of the St. James Assiniboia School Division, students at the Kindergarten to Grade 8 level progress from grade to grade, with students spending one year in each grade. Divisional practices reflect appropriate educational programming as defined by Manitoba Education. As such, the Division commits to the practice that students will generally be placed in classes with their age-appropriate peers.

Decisions regarding placement, acceleration, and retention of students may have far-reaching implications for student success in school and such decisions must be carefully and collaboratively considered. The placement of students must be based on all the factors influencing the student's progress including academic, social, emotional, and physical growth considerations. When a request is made to accelerate or retain a student, it is the responsibility of the school Principal to consult with the parent(s), legal guardian, classroom teacher, appropriate Educational Support Services personnel, and the Superintendent or designate.

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ACCELERATION / RETENTION (K TO GRADE 12)

LL# 1592268

ADMINISTRATIVE PROCEDURES**PLACEMENT**

In keeping with Divisional commitment to appropriate educational programming, a student will be placed in a grade level with their age-appropriate peers. Further, no child shall be registered to attend school in the St. James Assiniboia School Division if their fifth birthday does not occur before December 31 of the school year.

ACCELERATION

The advancement of a student to one grade level beyond that which is normally associated with their current grade/age placement.

- Since lateral enrichment activities are available to students who require them regardless of grade, it is the practice of the Division to place students in the grade appropriate to age.
- Lateral enrichment strategies to maximize the potential for student social and emotional well-being, success, growth, and achievement should be delineated in a Student Support Plan (SSP).
- The appropriate ESS personnel should be consulted regarding the development of the SSP.

Kindergarten to Grade 8

In Kindergarten to Grade 8, the decision for a student's grade level placement that best supports and extends their learning is based on evidence of their progress and growth in curricular, cognitive, social, and emotional learning. This decision rests with the principal in consultation with teachers, parents, and other specialists, as appropriate.

Grade 9 -12

In Grades 9-12, the final decision on whether or not to grant credits rests with the principal, who consults with teachers, parents, and other specialists as appropriate. Granting credits and diplomas must be based on clear evidence of achievement of the learning outcomes set out in provincial curricula or modified curricula (as set out in an individual education plan), as appropriate.

RETENTION (Kindergarten to Grade 8)

The withholding of promotion to or the placement of a student in a grade level other than an age-appropriate setting.

- It is the general practice of the Division to place students in the grade appropriate to age.

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- Grade retention is not deemed to be a viable option for students who meet the Manitoba Education criteria for Special Learning Needs.
- Retention should not be utilized as a consequence for negative behaviour or truancy.
- Alternative interventions: resource assistance and support, modifications, and adaptations to program {Individualized Education Plan (IEP)/SSP} and assessment results should be in place for each student.

To inform and guide parent(s)/legal guardian and schools about retention or acceleration as an option for student support, the following should occur:

- The Superintendent or designate and ESS Administrator/Coordinator will be notified by the principal if parent(s)/legal guardian have requested retention or acceleration.
- The principal will schedule a meeting with parent(s)/legal guardian and appropriate divisional personnel to review research regarding the impact of acceleration or retention on student learning, social-emotional functioning, and future success.
- In consultation with ESS Administrator/Coordinator, the principal and school team review the IEP/SSP to ensure that the plan that is in place clearly delineates goals, timelines, review dates, and specific strategies that maximize the potential for student success, growth, and achievement.

RETENTION (Grades 9 - 12)

If a student does not submit the necessary evidence of learning to be granted a credit in a course, then the student may be assigned a failing grade or, in extenuating circumstances, may be assigned a grade of “Incomplete”. If an IN is assigned, a plan must be put in place at the school level to assist the student in submitting the outstanding evidence of learning in order to receive the credit within a reasonable, agreed-upon timeframe. Once a student has been granted a percentage mark, this information will be reported to the Department of Education.

PROCESS

If there is disagreement regarding student placement, the following process is to be adhered to for **both acceleration and retention** in order to give students the best education possible:

1. A written request must be submitted to the Superintendent or designate by the principal and parent/legal guardian of the student, for a review of the student's grade-level placement.
2. The principal will assist the review process by providing the following documentation to the Superintendent or designate:
 - Interventions which have been implemented, including, where applicable, SSPs/ Individual Education Plans (IEPs) that may have been developed.
 - A list of professionals involved in the student's education and development.
 - Recent assessment results.
 - A summary of communications between the parent and the school staff.
 - Any other relevant information which pertains to the student.

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3. After receiving the above information, the Superintendent or designate will convene a meeting with the principal of the school, and any staff agreed upon by them, to review the information.
4. In keeping with Divisional best practices, the decision-making process will be guided by Appropriate Educational Programming as defined by Manitoba Education, informed by use of current best (research) evidence and assessment data to ensure the student is receiving the best education possible.
5. In collaboration with the Superintendent, the final decision regarding student placement in this instance rests with the principal of the school.
6. The Superintendent or principal will inform the student's parents/guardians and applicable staff of the outcome.
7. A copy of the written decision shall be provided to parent/legal guardian and placed in the student's cumulative file.

APPEAL

In cases where the parent(s)/legal guardian are not in agreement with the final decision, the Principal, ESS Administrator, Superintendent or designate shall provide a copy of the handbook Working Together: A Guide to Positive Problem Solving for Schools, Families, and Communities. A copy may be obtained from the Manitoba Education website at <https://www.edu.gov.mb.ca/k12/docs/parents/dr/index.html>.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 06-22

Meeting Held: Tuesday, May 3, 2022, Aidan Conklin Building/PSDC via Teams, 5:30 p.m.

Present: Craig Glennie, Chair
 Bruce Chegus, Trustee
 Craig Johnson, Trustee
 Bryan Metcalfe, Trustee

 Sandy Lethbridge, Trustee
 Cheryl Smukowich, Board Chair

Present: Carrie Melville, Secretary-Treasurer/Chief Financial Officer
 Mari Aguirre, Manager, Facilities & Future Development
 James Dunlop, Assistant Secretary-Treasurer

Regrets: Mike Wake, Superintendent

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Financial Statement – March 2022

The Committee reviewed the Financial Statement for the period ended March 31, 2022.

4. Manitoba Education

- a) St. James Collegiate – Structural Upgrade to Canopies – Initial Project Support
- b) Various Schools – Expanded Capital Support Program – Project Support

The Committee reviewed correspondence from Manitoba Education.

5. City of Winnipeg

- a) Senior Election Official Agreements
- b) Draft By-Law 320-22 Appointment of Senior Election Official
- c) City of Winnipeg By-Laws

The Committee reviewed correspondence from the City of Winnipeg regarding the October 26, 2022 School Board Election and the draft By-Law 320-22 Appointment of Senior Election Official.

The Committee also reviewed the City of Winnipeg By-Law 40-2022 and City of Winnipeg By-Law 41-2022 referencing the special levy and mill rates for the year 2022.

The Finance/Facilities Committee recommends:

That notice of By-Law 320-22 Appointment of Senior Election Official be given at the Board Meeting on May 24, 2022.

6. Stevenson-Britannia School Playground

The Committee reviewed a request from Stevenson-Britannia School to upgrade their school playground.

The Finance/Facilities Committee recommends:

That phase one of the Stevenson-Britannia School playground upgrade be approved.

And further;

That the project be subject to final inspection and approval of the Manager, Facilities & Future Development.

And further;

That there will be no additional costs to the St. James-Assiniboia School Division.

And further;

That ongoing maintenance costs are the responsibility of Stevenson-Britannia School.

7. YMCA-YWCA Summer Request

The Committee reviewed a request from YMCA-YWCA to schedule events this summer that involve animals on school property.

The Finance/Facilities Committee recommends:

That the YMCA-YWCA requests for summer programming at Ecole Robert Browning be approved as submitted.

And further;

That YMCA-YWCA be responsible for any cleanup or damages to the grounds that may result from their summer program.

Adjournment: 5:52 p.m.

Next Meeting: Finance/Facilities Committee
Tuesday, June 7, 2022, 5:30 p.m.

Report submitted by Craig Glennie, Chair, Finance/Facilities Committee
Minutes recorded by James Dunlop, Assistant Secretary-Treasurer