



## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **MISSION STATEMENT**

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

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## **AGENDA**

### **Regular Meeting of the St. James-Assiniboia School Division Board**

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**June 26, 2018**

**7:30 p.m.**

**Meeting No. 11-18**

Organizational By-Law 280-17 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."

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### **CALL TO ORDER/ATTENDANCE**

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### **RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA**

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**THE ST. JAMES-ASSINIBOIA SCHOOL DIVISION ACKNOWLEDGES THAT WE ARE ON TREATY ONE LAND, THE TRADITIONAL TERRITORY OF THE ANISHINAABE, ININIW, AND DAKOTA, AND THE HOMELAND OF THE MÉTIS NATION.**

### **ADOPTION OF MINUTES**

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Board Meeting of June 12, 2018

### **REPORT ON EDUCATION**

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Presentation: Grant's Old Mill

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## HEARING OF DELEGATIONS

There are no delegations registered.

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## COMMITTEE REPORTS

Education Committee  
Personnel Committee

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## REPORT OF THE CHIEF SUPERINTENDENT

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## REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

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## CORRESPONDENCE

### Action Correspondence

Nil

### Information Correspondence

1. Manitoba School Boards Association (MSBA)
  - a. E-Bulletin - June 13, 2018
  - b. Memo re: Recent Correspondence from Select Members
  - c. Official notice received from Manitoba Education and Training re: Teacher Education and Certification Committee
  - d. Memo re: Final Outcomes of 2018 Mark Dickof Memorial Scholarship Award
  - e. National Indigenous Peoples Day 2018 - a call to all school boards for universal adoption of formal treaty and territorial recognition and acknowledgement in time for the 2018-19 school year.
2. Red River Valley School Division re: MSBA's membership fees and accumulated surplus

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## UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Second Reading - By-Law No. 286-18 - Designation of Senior Election Official for October General Municipal Election on October 24, 2018
2. Third/Final Reading - By-Law No. 286-18
3. First Reading - Amending By-Law 287-18

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

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

**TRUSTEE PD SUMMARIES**

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There are no PD summaries.

**NEW BUSINESS**

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There are no new business items.

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA**

**REPORT OF THE COMMITTEE OF THE WHOLE**

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**ADJOURNMENT**

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

**REPORT OF THE EDUCATION COMMITTEE NO. 7 ~ 17-18**

LL#456567

**June 26, 2018**

**Meeting Held: Monday, June 18, 2018 Board Room, 5:30 p.m.**

**Present: Jennifer Lawson, Chair  
Ed Hume, Trustee  
Sandy Lethbridge, Trustee  
Cheryl Smukowich, Trustee**

**Craig McGregor, Board Chair  
Bruce Chegus, Trustee  
Peter Woods, Trustee**

**Brett Lough, Chief Superintendent  
Tanis Pshebniski, Assistant Superintendent, Education (K-8) and Student Services  
Mike Wake, Assistant Superintendent, Education (6-12) and Administration**

**Regrets: Nil**

**DISCUSSION AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Jennifer Lawson called the meeting to order at 5:30 p.m.

Attendance recorded above

**2. Approval of Agenda**

Agenda approved as circulated.

**3. Policy Revisions:**

- **IJNB-E Educational Support Services Request for Assistance (Revised for Information)**
- **IHBB Enrichment Education (Revised for Discussion)**
- **IGD-R Student Participation in Co-Curricular and Interscholastic Programs (Regulation to Policy Code Change for Approval)**
- **JICH – Drug and Alcohol Use by Students (for Approval)**
- **IJOA-R Field Trip (Revision for Discussion)**
- **IJOA-E-4 One Day Field Trip Proposal (Revised for Information)**
- **IJOA-E-5 Extended Field Trip Proposal (Revised for Information)**
- **IJOA-E-5A Out-of-Country Field Trip Proposal (Revised for Information)**

Administration presented recommendations for revisions to policy and regulations.

**The Education Committee Recommends:**

**That the following changes to policies be approved:**

- **IHBB Enrichment Education – to be archived**
- **JICH – Drug and Alcohol Use by Students – revised (attached)**
- **IGD-R Student Participation in Co-Curricular and Interscholastic Programs – changed from regulation to policy IGD Student Participation in Co-Curricular and Interscholastic Programs**

**and further,**

**That IJOA-R Field Trip be amended as discussed; (attached)**

**and further,**

**That the following exhibits be received as information:**

- **IJNB-E Educational Support Services Request for Assistance**
- **IJOA-E-4 One Day Field Trip Proposal**
- **IJOA-E-5 Extended Field Trip Proposal**
- **IJOA-E-5A Out-of-Country Field Trip Proposal**

#### **4. June is Pride Month - Flag Motion 10-17-18**

The Committee discussed the Pride Flag. St. James-Assiniboia School Division's Strategic Plan states as one of our beliefs: A welcoming, safe and caring environment is the foundation for successful learning.

The Pride Flag is a visible sign of support from the Board for people who identify as Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Transsexual and Two Spirited.

We are not "focusing" on one group and "excluding" others when we show support to a specific group. I believe that when St. James-Assiniboia School Division shows support for anyone in our school division; students, staff, administrations, or school communities, we are doing just that, showing support.

If the Board permits the raising of the Pride Flag for the month of June, it will send a clear message to our community. St. James-Assiniboia School Division supports equity and inclusion for all.

Administration will draft a policy to be shared with the Education Committee in September 2018.

**The Education Committee Recommends:**

**That Administration provide the Education Committee with a draft policy in September 2018.**

#### **INFORMATION ITEMS – AGENDA ITEMS 3, 5, 7 and 8**

##### **a) Continuous Improvement: Student Achievement and Agile Leadership Support (Presented by: Literacy Coaches - Susan Atcheson, Jennifer Stark, Rolande Galka and Numeracy Coaches - Lisa Page, Dayna Quinn-LaFleche)**

The coaches presented information regarding the support they have provided in the early and middle years schools throughout 2017-18. Coaches introduced teachers to new strategies, so that students could demonstrate their learning in a variety of ways. Building teacher capacity, through the use of research-based evidence and practices, was a significant focus for the year. Overall, staff feedback indicated that working with the coaches was a positive experience that helped teachers change practices and enhance student engagement. The Committee appreciated the presentation and thanked the coaches for their commitment to student learning.

**b) DRAFT SJASD Concussion Protocol**

Administration presented the Draft Protocol to the Committee. The Protocol will be shared with school administrators for implementation at the beginning of the 2018-19 school year.

**c) Alamo Academies Industrial Skills Vocational Program Motion 08-18-18**

Trustee Hume shared information regarding the Alamo Academies Industrial Skills Vocational Program and the Committee discussed the program. Administration will also explore vocational programming partnerships.

**d) Trustee PD Summaries:**

- **NSBA Conference April 2018 Report Motion 08-17-18**
- **Living our Values Outdoor Education Workshop - April 20, 2018**

Trustee Hume provided information regarding the two conferences he attended.

**The Education Committee Recommends:**

**That the following items be received as information:**

- **Continuous Improvement: Student Achievement and Agile Leadership Support presentation**
- **The DRAFT SJASD Concussion Protocol**
- **Alamo Academies Industrial Skills Vocational Program**
- **The Trustee PD Summaries, NSBA Conference Report and Living our Values Outdoor Education Workshop - April, 2018**

The meeting adjourned at 8:10 p.m.

**Next meeting: September 17, 2018**

Report presented by Jennifer Lawson, Chair, Education Committee

Minutes recorded by Tanis Pshebniski, Assistant Superintendent, Education (K-8) and Student Services

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION: IJOA-R**

- a. Ensure that a precise attendance count is taken at all points of departure on the trip.
1. The teacher-in-charge and other teachers travelling as a coach or supervisor are required to:
  - a. Exercise supervision on a full-time basis.
  - b. Take whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of students.

**A. Trip Approval**

1. General information for field trip approval:
  - a. The Human Resources Manager will annually provide all school principals with an allotment of substitutes for all field trip categories, including athletics and the arts. Field trips requiring substitutes beyond this allotment will not be approved. Divisional programming will be exempt from this allotment.
  - b. Field trips, including division programming trips, will not be approved if the trip requires a teacher to miss more than two consecutive days with their students. If in exceptional circumstances more than two consecutive days is needed, (up to an additional .5 day), a written request outlining the rationale must be submitted well in advance to the Superintendent's Department for approval.
  - c. Field trips, including division programming trips, will not be approved if the trip occurs on professional development days, administrative days and/or parent teacher conferences.
2. Authorization for off-site trips (see forms IJOA-E-1, IJOA-E-2, IJOA-E-3, IJOA-E-4, IJOA-E-5) shall be as follows:
  - a. Principals may authorize off-site trips within the boundary of the school division and/or the city limits for students in their own schools.
  - b. Principals shall obtain authorization by submitting a properly completed form to the Chief Superintendent or designate for field trips beyond the boundary of the school division and/or the city limits or out-of-country. See IV D 4 a. and b.
  - c. Divisional Coordinators may authorize off-site trips within the boundary of the school division and/or city limits for divisional groups (e.g. Divisional Choirs)
  - d. Divisional Coordinators shall obtain authorization by submitting a properly completed form to the Chief Superintendent or designate for divisional groups participating in the field trips beyond the boundary of the school division and/or the city limits (Divisional Choirs).
  - e. The Board of Trustees must approve off-site activities for senior years students outside Canada.
3. Inclusion of an Emergency Action Plan  
The teacher-in-charge will:
  - a. Have a binder or envelope with copies of all students' informed consent forms, IJOA-E-1, E-2 or E-3, medical information forms, IJOA-E-13, Passenger Manifest EEAG-E-2, and other pertinent information.
  - b. Know the location of the closest hospital and the fastest route to that hospital and the Emergency Response Checklist Form (IJOA-E-12).
  - c. Have a list of all local emergency phone numbers e.g. RCMP, Fire, Ambulance, Warden, etc. and the location of the nearest phone.
  - d. Have emergency communications such as a cell phone where service is available or satellite phone in areas with no cell service.
  - e. Know who is responsible for the first aid kits.
  - f. Have emergency transportation available.

ADOPTED	REVIEWED	REVISED	PAGE
22/April/80		26/Jun/18	1 of 1
		02-02-17	

## **DRUG AND ALCOHOL USE BY STUDENTS**

The St. James-Assiniboia School Division is committed to providing appropriate programming and interventions for drug and alcohol related issues. The division recognizes that drug and alcohol use interferes with student learning.

The purposes of this policy are;

- a) to ensure that alcohol and drugs are not brought into the school, and
- b) to ensure the safety of our students and staff.

This Policy is organized into three major sections:

1. Prevention
2. Intervention for students with identified alcohol or drug issues
3. Disciplinary actions regarding drug and alcohol related infractions

### **1.0 Prevention**

#### **1.1 The Objectives of Prevention Curriculum and Programming**

- a) To help students develop and maintain effective and responsible decision-making and communication skills.
- b) To assist students in developing and maintaining a healthy and productive lifestyle.
- c) To establish feelings of positive self-esteem and personal competence in our students.
- d) To provide students with information and knowledge about the risks associated with drug and alcohol use.
- e) To provide students meaningful alternatives to the use of alcohol and drugs.
- f) To help students understand the harmful health, social, personal, and legal consequences of drug and alcohol use.
- g) To help reduce the proportion of students who drink under age or misuse drugs.
- h) To help reduce harmful consumption levels and practices among students who do use alcohol or other drugs.

The Division will continue to provide opportunities for staff members to enhance their knowledge and skills with respect to alcohol and drug education.

ADOPTED	REVIEWED	REVISED	PAGE
08/06/93		26/Jun/18	1 of 4
Motion 11-06-93		Motion	



The Division will conduct surveys from time to time to determine if the prevention objectives are being met.

## **2.0 Intervention**

The objectives for an intervention program are:

- a) To encourage students to make healthy, responsible decisions related to alcohol and other drug use.
- b) To reduce consumption practices amongst students.
- c) To offer assistance to students affected by their own or others' use of alcohol or other drugs.

Referrals will be handled in a respectful and confidential manner. Referral information will not be included in the student's cumulative file.

The St. James-Assiniboia School Division is committed to identifying and providing assistance to students requiring support in dealing with drug and alcohol issues. These types of supports could include:

- School counselling services
- School-based support groups
- Educational Support Services
- Addictions Foundation of Manitoba
- Other community programs

## **3.0 Disciplinary Actions Regarding Drug and Alcohol Related Infractions**

The use or possession of alcohol and drugs in the school environment is strictly prohibited. The procedures provided herein will be applied consistently by all members of the school staff under the direction of the principal.

School personnel will ensure that the student and parent(s) or legal guardian(s) are made aware of the nature and consequences of the student's actions. Students 18 years of age and older are legally responsible for their actions.

### **3.1 Consumption/Suspicion of Alcohol and Other Illicit and Non-Illicit Drugs (e.g. Cannabis)**

#### **The First Infraction**

The principal will do the following:

- i) Confiscate any alcohol or other drugs present.
- ii) Contact the parent(s) or legal guardian(s) to advise of the situation and disciplinary procedures.

ADOPTED	REVIEWED	REVISED	PAGE
08/06/93		26/June/18	2 of 4
Motion 11-06-93		Motion	

- iii) Advise the student of the consequences should there be a subsequent infraction.
- iv) Conduct a search of the student's locker and personal effects if necessary.
- v) Contact the police for assistance or advice if necessary.
- vi) Arrange for the safe departure of the student from the school property. Assistance may be required from parent(s), emergency contacts or police.
- vii) Arrange for appropriate follow-up with the student and/or parent(s) and legal guardian(s). This may include referral to school-based and/or community-based counselling services.
- viii) Suspend the student for up to five days and record the student's infraction of the alcohol and drug policy. Upon the student's re-entry to school, the principal may require the parent(s)/guardian(s) to return with the student.

**Subsequent Infractions**

The principal will do the following:

- i) Refer to First Infractions list above (i –vii).
- ii) Suspend the student for five days and request that the Chief Superintendent extend the suspension up to six (6) weeks.
- iii) Require the student to attend a session and/or subsequent sessions with Addictions Foundation of Manitoba or other appropriate agency.

### **3.2 Possession of Alcohol, and Other Illicit Drugs and Non-Illicit Drugs (e.g. Cannabis) and Drug Paraphernalia**

**The First Infraction**

The principal will do the following:

- i) Confiscate any alcohol, illicit or non-illicit drugs or paraphernalia present.
- ii) Advise the student of the consequences should there be a subsequent infraction.
- iii) Conduct a search of the student's locker and personal effects if necessary.
- iv) Contact the police for assistance or advice if necessary.
- v) Contact the parent(s) or legal guardian(s) to advise of the situation and disciplinary procedures.
- vi) Arrange a meeting with the parent(s) or legal guardian(s) to share further information and to discuss available school-based and/or community-based counselling services.

ADOPTED	REVIEWED	REVISED	PAGE
08/06/93		26/June/18	3 of 4
Motion 11-06-93		Motion	

- vii) Suspend the student for up to five days, record the student's infraction of the alcohol and drug policy and may require the parent(s)/guardian(s) to return with the student to school.
- viii) Recommend that the student consult with Addictions Foundation of Manitoba or other appropriate agency.

**Subsequent Infractions**

The principal will do the following:

- i) Refer to First Infractions list above (i –vi).
- ii) Suspend the student for five days, and request that the Chief Superintendent extend the suspension up to six (6) weeks.
- iii) Require the student to attend a session and/or subsequent sessions at Addictions Foundation of Manitoba or other appropriate agency.

### **3.3 Supplying/Selling of Alcohol, Other Illicit and Non-Illicit Drugs (e.g. Cannabis) and Drug Paraphernalia**

The principal will do the following:

- i) Confiscate any alcohol or other drugs or drug paraphernalia present.
- ii) Contact the police.
- iii) Notify the parent(s)/guardian(s).
- iv) Suspend the student for five days, record the student's infraction of the alcohol and drug policy, and, depending on the circumstances; either,
  - a) May request that the Chief Superintendent extend the suspension up to six weeks with earlier return to school possible upon evidence of successful involvement with counselling services with Addictions Foundation of Manitoba or other appropriate agency; or
  - b) Request that the Board expel the student.

The school will assist the parent(s), students or legal guardian(s) to arrange for both school-based or community-based assessment and counselling services.

- 3.4** If a school administrator reports a student to the police as a result of alcohol or drug issues, the administrator shall inform the parent(s)/guardian(s) that the police have been notified.

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ADOPTED	REVIEWED	REVISED	PAGE
08/06/93		26/June/18	4 of 4
Motion 11-06-93		Motion	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION  
REPORT OF THE PERSONNEL COMMITTEE 06-18**

**June 26, 2018**

Meeting Held: Tuesday, June 19, 2018, Board Room, 5:00 p.m.

Present:       Sandy Lethbridge, Chair  
                  Jennifer Lawson, Trustee  
                  John Mulligan, Trustee  
                  Cheryl Smukowich, Trustee  
  
                  Craig McGregor, Board Chair  
  
                  Brett Lough, Chief Superintendent  
                  Carrol Harvey, Manager, Human Resources  
                  Cindy Labaty, Manager, Human Resources

Regrets:       Nil

**DISCUSSIONS AND RECOMMENDATIONS:**

**1.     Call to Order/Attendance**

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

**2.     Approval of Agenda**

The agenda was approved as distributed.

**3.     Teacher / EA Evaluation**

The Committee discussed current evaluation systems for teaching and non-teaching staff.

**The Personnel Committee recommends:**

**That the discussion be received as information.**

**4.     Current Kindergarten Enrolment 18/19**

The Committee discussed the data provided around In-Catchment Kindergarten Numbers as at June 15, 2018.

**The Personnel Committee recommends:**

**That the Current Kindergarten Enrolment Data for 18/19 be received as information.**

**5. A&E/Community Support Coordinator Backfill**

The Committee discussed Administration's plans to fill the vacant A&E and Community Support Coordinator position.

**The Personnel Committee recommends:**

**That the discussion be received as information.**

**6. Job Descriptions**

Administration shared revisions recommended to the following job descriptions:

- AP3-10 Department, Head Administrative Assistant
- AP3-19 George Waters, Head Administrative Assistant

**The Personnel Committee recommends:**

**That revisions to Job Description AP3-10 Department, Head Administrative Assistant be approved;**

**And further,**

**That Job Description AP3-19 George Waters, Head Administrative Assistant be archived.**

**7. CPI Update**

Administration provided the Committee with the CPI Update as referred from the Board meeting held June 12, 2018.

**The Personnel Committee recommends:**

**That the CPI Update as referred from the Board meeting held June 12, 2018 be received as information.**

**8. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to June 15, 2018.

**The Personnel Committee recommends:**

**That the Personnel Report to the Board be received as information.**

The meeting adjourned at 6:15 p.m.

**Next Committee Meeting:** Tuesday, September 18, 2018, 5:00 p.m.

Report presented by Sandy Lethbridge, Chair, Personnel Committee  
Minutes recorded by Carrol Harvey, Manager, Human Resources