



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE EDUCATION, HUMAN RESOURCES AND GOVERNANCE COMMITTEE

Tuesday, March 24, 2026, 5:00 p.m.

Bruce Chegus Boardroom, Aidan Conklin Building, 2574 Portage Avenue

PRESENT: Cheryl Smukowich, Committee Chair
Michael Cabral, Trustee
Angela Dunn, Vice Chair of the Board (arrived at 5:12 p.m.)
Craig Glennie, Trustee
Holly Hunter, Trustee
Sandy Lethbridge, Trustee (arrived at 5:10 p.m.)
Fiona Shiells, Trustee
Rachelle Wood, Trustee

ALSO IN ATTENDANCE: Jenness Moffatt, Superintendent/CEO
Kim Kummen, Secretary-Treasurer/CFO
Carrol Harvey, Director, Human Resources
Jaime Siska, Assistant Superintendent
Jordana Buckwold, Assistant Superintendent
Kyle Lizotte, Director, Curriculum & Professional Learning
(for item 3 and 4)

REGRETS: Tara Smith, Chair of the Board

1. Call to Order/Attendance

The meeting was called to order at 5:00 p.m. and at 6:05 p.m. after the Special Board Meeting adjourned.

2. Approval of Agenda

The agenda was approved as presented.

3. Education Themed Learning Topic: At Risk Students

SJASD social workers presented how they support student well-being, engagement, and success through a tiered model of support including universal, targeted, and intensive supports. The presentation addressed the impact of social workers and how they support students':

- Basic needs

- Attendance, and
- Mental health concerns

The Education, Human Resources and Governance Committee recommends:

That a letter be sent, under the signature of the Board Chair, to the Minister of Finance, the Honourable Adrian Sala, expressing the Board's support for the announced commitment to work with municipalities to cover transit costs for high school-aged youth.

4. PCAP 2023 Report

The Committee reviewed the PCAP 2023 Report and received information on:

- What PCAP is,
- Why Manitoba participates in PCAP,
- How PCAP is conducted, and
- What it means for Manitoba school trustees.

5. Personnel Report to the Board

The Committee reviewed the Personnel Report to the Board Updated to March 20, 2026.

6. Negotiations Committee

The Board will receive a report after the CUPE negotiations meeting taking place on April 9, 2026, by the appointed trustee representatives.

7. Tracking Process for Respect in Sport/Commit 2 Kids

The Committee reviewed the tracking process for Respect in Sport/Commit to Kids as presented by Director, Human Resources.

8. Policy BIB Trustee Development Opportunities

The Committee recommends that the following changes be made to Policy BIB Trustee Development Opportunities.

- Strikethrough "it is necessary that" in the first paragraph.
- Strikethrough "The Board encourages the participation of all members at appropriate school board conferences, workshops and conventions" in the second paragraph.

The Education, Human Resources and Governance Committee recommends:

That revised Policy BIB Trustee Development Opportunities be approved. (Appendix A)

9. **Regulation GCK-R Staff Allocation Guidelines - Admin Guidelines for Dual Track Staffing**

The Committee reviewed the following changes to Regulation GCK-R Staff Allocation Guidelines:

- Strikethrough Pod, Student Teacher Leaders and IB School Based Coordinator under Section A Teaching Staff for Schools.
- Add K-5 to Program Implementation Assistants under Section A Teaching Staff for Schools.
- Reduce the pupil/teacher ratio in the Guidance and Resource section.
- Strikethrough entire Reading Recovery Program section.
- Revise the second paragraph in the Program Implementation Assistants section to indicated that each early years school shall have one PIA.
- Revise paragraph under the Team Leaders Grade 6-8 section.
- Strikethrough entire Student Teacher Leaders section.
- Revise total staff assigned to a school based on student FTE under the Appointments of Principals and Vice Principals section.
- Strikethrough item b under Educational/Student Assistants under Section B Support Staff Allotments.
- Revise the paragraph under School Secretaries to allocate one head administrative assistant and one-half secretarial assistant at every early and middle years school.

The Education, Human Resources and Governance Committee recommends:

That Regulation GCK-R remain on the next Education, Human Resources and Governance Committee agenda to review the changes made.

And further;

That additional information regarding the staffing allocation adjustments for Guidance and Resource be shared at the next Education, Human Resources and Governance Committee.

10. **Regulation IIB-R Class Size Guidelines - Grade 9-12 Class Sizes**

The Committee reviewed revisions to Regulation IIB-R Class Size Guidelines designating a revised maximum number of students per grade as well as removing the list of technology education courses and only referencing Technical-Vocational Education, Human Ecology and Applied Technology.

The Education, Human Resources and Governance Committee recommends:

That Regulation IIB-R Class Size Guidelines be received as information. (Appendix B)

11. Policy ADE Multi Year Strategic Planning and Priorities & Policy AE Strategic Planning

The Committee reviewed Policy ADE Multi Year Strategic Planning and Priorities and Policy AE Strategic Planning and recommends that the Communication Plan section be moved from Policy ADE to Policy AE resulting in the archiving of Policy ADE.

The Education, Human Resources and Governance Committee recommends:

That revised Policy AE Strategic Planning be approved. (Appendix C)

And further;

That Policy ADE Multi Year Strategic Planning and Priorities be archived.

12. Policy GBEB Code of Conduct for Child Protection

The Committee reviewed Policy GBEB Code of Conduct for Child Protection approves the following revisions:

- Add "or connect with previous students, for any other reason unless that contact is public and would pass the scrutiny of a reasonable observer" to the last bullet point under the Employees/Volunteers must not section.
- Add a bullet point stating "Ensure that if they ever receive an intimate image, they must not further access, copy, show or forward the image to others. Instead, they should power off the device(s) the image is on and immediately notify their supervisory who will maintain control of the device(s) and notify the Superintendent/CEO for further direction" under the Employees/Volunteers must section.

The Education, Human Resources and Governance Committee recommends:

That revised Policy GBEB Code of Conduct for Child Protection be approved. (Appendix D)

13. Policy GCF Hiring of Staff

The Committee reviewed the suggested revisions to Policy GCF Hiring of Staff via a new business item and concluded that the policy will remain as currently written and will be reviewed at a later date.

The Education, Human Resources and Governance Committee recommends:

That Policy GCBB Excluded Staff Contracts and Compensation be added to the agenda for review after the conclusion of the Excluded Staff Review of 2026-2027.

14. Student Advisory Committee

The Committee reviewed the current terms of reference for the Student Advisory Committee and determined that further review will be required after the Student Advisory Committee meets with Trustees on April 24, 2026.

The Education, Human Resources and Governance Committee recommends:

That the item Student Advisory Committee be deferred to the May 2026 Education, Human Resources and Governance Committee agenda.

15. Time Sensitive Correspondence

- 1. Executive Highlights February 9, 2026**
- 2. Treaty Education Workshop Memo & Registration**
- 3. MSBA E-News March 11, 2026**

16. Adjournment

The meeting was adjourned at 5:55 p.m. to accommodate the Special Board Meeting and again at 7:46 p.m.

17. Date of Next Meeting

April 28, 2026 at 5:00 p.m.

ST. JAMES-ASSINIBOIA SCHOOL DIVISION Great Schools for Growing and Learning	POLICY: BIB
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#129219

Trustee Development Opportunities

Election to office does not prepare one for the complexities of educational governance. Trustees are encouraged to attend workshops, conferences, seminars, and conventions to continuously improve their knowledge and experience.

The Board establishes these principles and procedures for each trustee's guidance:

1. A calendar of school board conferences, conventions and workshops shall be maintained by the Superintendent/CEO. Each trustee will, periodically, decide which opportunities appear to be most promising in terms of producing direct and indirect benefits for the trustee in relation to his/her responsibility as well as for the collective benefit of the Board.

2. An equal amount for each trustee will be budgeted annually for participation at such opportunities. Reimbursement to trustees for their expenses at these opportunities will be in accordance with the school division's travel policy.

3. The Secretary-Treasurer/CFO, at the request of the Board Chair, will provide a summary of professional development expenditures incurred year to date by each trustee. Total Expenditures should not exceed the total budget for Trustee Professional Development.

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**Appendix A: Trustee Out of Province Professional Development
Application Form**

To be submitted to the Chair of the Board for approval prior to making travel arrangements according to Board Policy DKC.

Trustee Name: _____

Out of Province Professional Development Requested:

Conference Name:

Dates: _____

How will this training benefit:

Location:

a) The School Division?

Additional Conference Info/Notes:
(If required)

b) Personal Growth?

Trustee Signature:

Board Chair Approval:

Date of Application

Date of Approval

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Appendix B: Trustee Development Reporting Form

Please complete upon return from a Board development conference/workshop and file with the Chair of the Board.

Trustee Name: _____

Name of Conference: _____

Date: _____

Location: _____

Please rate (please check one):

- Recommended
 Not Recommended

Synopsis of Conference Theme: _____

Notable Presenter: _____

General Comments:

Best Idea:

Recommended Follow-Up: see below or none

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#115094

Class Size Guidelines

Administrators shall take the following guidelines into consideration when creating classes. However, if classes exceed the maximum or do not meet the minimum enrolment of these guidelines, written permission of the Superintendent/CEO, as described in section C of this policy, must be obtained.

A. Class Size Guidelines

Kindergarten to Grade 3 – 20 students

Grades 4 to 8 – 25 students

Grade 9 – 30 students

Grades 10 to 12 – 35 students

Senior Years Science Courses

Senior Years Science courses where labs are planned for on a regular basis shall have a class size maximum of 32 students. This restriction applies to: Biology 40S, Chemistry 30S & 40S.

Technology Education Courses

Class size maximums of 22 students per class apply to Technical-Vocational Education, Human Ecology and Applied Technology.

B. Minimum Class Size Guidelines

Principals are also required to adhere to the minimum of 15 students per class. When the section minimum cannot be adhered to because of course prerequisites and/or unique course offerings, special approval has to be obtained from the Superintendent/CEO for variance in the first week of each semester for high schools and in the first week of classes in the fall term for early years and middle years schools.

C. Class Size Variance

For a Principal to schedule a class over the maximum or below the minimum

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enrolments Principals must obtain an exemption from the Superintendent/CEO using form IIB-E. The principal will consult the teacher before applying to the Superintendent/CEO to grant the exemption for a particular class to exceed the stated maximum.

NOTE: These guidelines are subject to annual review.

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#80641

Strategic Planning

To encourage systematic planning and co-ordination, the trustees of the St. James-Assiniboia School Division will determine a perpetual strategic plan, for a four-year period.

It is the intention of the Board that its strategic plan should inform the processes of budget planning and performance review.

Educational programs of the Board shall be established within the framework of the Board's strategic plan, and consistent with those of the Ministry of Education.

The strategic plan will be a comprehensive, data-driven document that will establish long-term strategic priorities designed to achieve the Board's Vision and Mission.

Four-Year Planning Cycle

1. The Board shall renew its Vision, Mission and Values and establish a strategic plan through a consultative process.
2. Senior Administration in collaboration with school teams develop operational goals related to the focus areas and priorities.
3. The Superintendent/CEO shall monitor progress of the Multi-Year Strategic Plan and provides an annual strategic plan progress report to the Board of Trustees at the Fall Trustee Workshop.
4. The Board will report to the community, providing the public with substantive information about the progress that has been made towards achieving the goals of the Multi-Year Strategic Plan.
5. The Board will use the strategic plan progress report to inform the Superintendent/CEO evaluation.

Communication Plan

The Superintendent/CEO shall monitor progress of the Multi-Year Strategic Plan and create a communications plan for approval by the Board. The Board shall

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report regularly to the broader community, providing the public with substantive information about the progress that has been made towards achieving the goals of the Multi-Year Strategic Plan.

The communications plan will set out the multiple ways in which the Board will communicate information about the Multi-Year Strategic Plan, both at the plan's launch and throughout the life cycle of the plan. To launch the plan, a variety of communication tools and methods will be considered for use, including posting the document online, hosting staff and advisory committee meetings, and sending a report home to parents.

Communications with respect to the Multi-Year Strategic Plan shall be visible and communicated often at the school and Board levels. At the Board level, trustees and senior administrators should strive to include Multi-Year Strategic Planning language in the Division's website communications and are encouraged to continually reinforce the priorities and goals of the Multi-Year Strategic Plan – both internally (during meetings, as part of professional development, in classrooms and schools, at school assemblies), and externally (at community events) so that everyone is accountable for the plan's success and sees their contributions reflected in the plan.

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#1356128

GBEE
 GBEF, GBEF-R
 GBJA, GBJA-R, GBJA-E-2
 IJNDC, IJNDC-R, IJNDC-E-1
 JHG

Code of Conduct for Child Protection

As a reputable child serving-organization, with a duty of care, St. James-Assiniboia School Division has developed the following Code of Conduct to guide our employees and volunteers. While every employee/volunteer is valued and unique, we come together as an organization in the best interests of students and their families. The safety, rights and well-being of the students we serve are at the core of our daily operations. We nurture supportive relationships with students while balancing and encouraging appropriate boundaries and healthy relationships.

Employee/volunteer misconduct will not be tolerated, especially as it relates to the well-being of students in the Division's care.

Misconduct refers to inappropriate behaviour and includes, but is not limited to the following. Therefore, Employees/Volunteers must NOT:

- Engage in any activity that goes against our Division's mandate or policies.
- Engage in any activity that puts a child in physical or psychological jeopardy.
- Place a child in danger from anyone, either within or outside of the Division.
- Communicate with a student that goes beyond the employee/volunteer's employment or assigned responsibilities and/or does not occur within the context of employment/volunteer duties and responsibilities. For example:
 - Write personal letters or text messages to a student*.
 - Make personal phone calls to a student*.
- Offer to or accept rides with a student*.
- Spend time with a student outside of designated work/volunteer times and activities, including other paid or outside volunteer activities*.

Note: Sometimes the above starred items might not be considered misconduct if such activity results from a Division or parent/guardian-initiated request and the activity has been disclosed to and approved by the Division in advance. Sometimes this might also be the case, where an emergent one-off situation presents itself and the employee/volunteer makes a decision they believe to be in the best

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interests of the student and then the actions taken are immediately disclosed to the parent or guardian, as well as to the Division.

- Give gifts to a student. It is not misconduct to give a contextually appropriate thank-you card, birthday card, seasonal card, or other nominal gift to a student, where such a gesture would be considered reasonable in the circumstances; provided that all gestures, taken together, are not excessive in number and any such exchanges are carried out within the workplace, in the presence of others and with the knowledge of the Division and parent or guardian.
- Favour a student, or offer any student “special” treatment that falls outside of the Division’s mandate, or that is not tied to a student’s formalized education plan, or that may (or may appear to) place a student at risk.
- Violate appropriate social-emotional boundaries in an effort to win favour with a student, e.g. making comments about physical attractiveness.
- Use sexual language or innuendo, make any sort of remark or comment or joke to a student that is in any way profane, suggestive, explicit or sexual.
- Show a student sexually explicit or sexist material, signs, cartoons, digital media, calendars, literature, photographs; or display such material in plain view.
- Have personal internet exchanges with a student (email, instant messaging, chatting, social networking, etc.) for reasons that are inconsistent with this policy and/or with the acceptable use of technology, social media and media release policies.
- Take or store pictures of a student for reasons that are inconsistent with this policy and/or with the acceptable use of technology, social media and media release policies. Volunteers should not be taking or storing pictures of students at all unless permission has been obtained in advance.
- Violate appropriate physical boundaries by touching a student that is not in response to meeting the student’s needs, or touch a student in any way that could be considered sexual in nature.
- Enter into a romantic relationship with a student, or recent graduate, regardless of whether or not the student is 18; or connect with previous students, for any other reason unless that contact is public and would pass the scrutiny of a reasonable observer.

Employees/volunteers must:

- Complete all required training as directed by the Division including additional training required for all coaches.
- Adhere to the Division’s policies and procedures in dealing with students at all times.

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- Treat students with respect and dignity in all interactions.
- Treat all allegations or suspicions of misconduct or abuse seriously.
- Follow established procedures when reporting any allegations of misconduct, abuse or potential policy violations.
- Establish, respect, and maintain appropriate boundaries with all students.
- Seek permission in advance to engage in any activity with Division students not specifically covered by assigned duties and responsibilities including those not listed in the Conflict of Interest policy, e.g. babysitting, hiring a student for any personal reason, performing respite for a Division student; or when transporting students, or when performing any of the above-starred activities. Student interactions should not be kept secret; rather they should be transparent and meet the needs of the student rather than the needs of the employee/volunteer.
- Ensure that their behaviour is appropriate and would not raise concerns in the mind of a reasonable observer, or family or community member. In this regard, doors should be left open and unlocked, and/or windows or blinds left open wherever possible and time spent one-on-one with a student should be known to and approved by the Division and parent or guardian in advance.
- Ensure that their behaviour could not reasonably be regarded as posing a risk to the personal integrity or security of a student, or contribute to a student's discomfort.
- Ensure that their behaviour could not negatively impact the Division's reputation as being a reputable, child-serving organization.
- Adhere to the "rule of two", having two adults present, during the course of all one-on-one interactions with students outside of the school day for example: homework help after school; activities requiring a chaperone; etc. In situations where that is not practical or feasible, planning should address alternative measures to improve safety such as having another young person present, meeting in a public space; leaving doors open; etc.
- Ensure that if they ever receive an intimate image, they must not further access, copy, show or forward the image to others. Instead, they should power off the device(s) the image is on and immediately notify their supervisor who will notify the Superintendent/CEO for further direction.
- Be mindful that while human trafficking and child sexual exploitation occur in every community and across every socio-economic strata, members of racialized communities including Indigenous and newcomer communities as well as students who are 2SLGBTQ+, homeless and/or youth-in-care are generally at greater risk of victimization from trafficking and sexual exploitation.

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Reporting Procedure:

The Division's first responsibility is to the well-being of the students in our care. As such, any reasonable suspicion of an employee/volunteer's behaviour towards a student that contravenes this code must be reported to the employee/volunteer's immediate supervisor as soon as it is known. Employees should not conduct their own investigation into allegations or suspicions of misconduct. It is an employee/volunteer's duty to report, not to investigate.

Once an allegation or suspicion of misconduct is reported, the supervisor should, in all cases where they weren't previously aware of the extended access, seek advice from Human Resources staff in determining appropriate next steps in addressing the situation.

Note: *Reporting misconduct is part of the Duty to Care required by all Professional employees and is therefore not subject to the MTS Code of Professional Practice regarding reporting any criticism of professional activity to a colleague first. For greater clarity, MTS employees are not obligated to direct any suspicion of misconduct or abuse to another MTS employee first, or even at all; they are obligated to report it to a supervisor.*

Also note that reporting information to a supervisor does not absolve the employee/volunteer of their duty to report the information to appropriate law enforcement officials and/or Child and Family Services if the employee/volunteer believes the student's welfare may be at risk, and/or the student has expressed that they are concerned about their welfare.

Failure to adhere to the Code of Conduct by any employee/volunteer will result in an investigation and disciplinary action if necessary. Appropriate actions will be determined by the Division, and will be based on the nature and severity of the incident.

Further, should an employee notice a student who exhibits signs and symptoms of those involved with human trafficking or sexual exploitation, they are obligated to make a report. If it is believed the child is in immediate danger, they are to call 911, or if it is believed a child is being harmed or neglected, they are to contact Child and Family Services in accordance with Division Policy in this area. While this list is not exhaustive, school-aged victims tend to:

- Demonstrate higher than normal evidence of transiency, or of being moved frequently;
- Demonstrate higher rates of absenteeism;

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- Demonstrate reluctance to develop peer relationships;
- Exhibit higher than normal degrees of fear, worry and anxiety, or are easily intimidated;
- Be dressed in age inappropriate clothing or clothing that is inappropriate for the time of year or context;
- Suddenly have expensive items such as clothing, purses, or nail services;
- Have branding with tattoos featuring names or symbols;
- Have bruises or other signs of physical abuse including frequent hunger and/or be malnourished;
- Discuss opportunities or jobs in other jurisdictions;
- Carry a cell phone, make regular calls during school hours, or be secretive or fearful regarding phone and internet or electronic device storage; or
- Begin spending more time on-line, hide screens, discuss interacting with on-line friends, or disclose in-person meetings with on-line contacts.

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