

**THE REGULAR MEETING FOR THE BOARD OF EDUCATION OF THE
SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION**

Education Centre, Board Room
545 – 11th Street East, Prince Albert, SK
Monday, May 4, 2020
Time: 3:00 p.m.

AGENDA (#20R-5)

1. **Call to order by Board Chair B. Hollick**
2. **Motion to move into Closed Session**
3. **Regular session convenes**
4. **Adoption of the agenda**
5. **Consent Items**
 - (a) Adoption of the Minutes for Regular meeting of April 6, 2020
 - (b) Financial Statements – for the Period Ended March 31, 2020
 - (c) Request from Buckland Fire and Rescue
6. **Business arising from the previous meeting**
7. **New Business** (Board Committee Reports, Trustees' items and Notice of Motions)
 - (a) Motions brought forward from Closed Session from May 4, 2020
 - (b) External Board Committees
 - (c) Provincial Update (if any)
 - (d) Saskatchewan Rivers Students for Change (SRSC) Report – **C. Trann**
 - (e) June Recognition Event – **B. Hollick**
 - (f) Welcome Back Barbeque – **B. Hollick**
 - (g) Establishment of a Bussing/Transportation Committee – **B. Gerow**
8. **Accountability reports**
 - (a) Transportation Quarterly Report – **J. Pidborochynski**
9. **Reports from administrative staff**
 - (a) Director's Update – **R. Bratvold**
 - (b) 2019-2020 Board Committee Terms of Reference – **R. Bratvold**

May 4, 2020

10. Three key messages for SCC/Public from meeting

11. Board members' forum

12. Adjournment

CALENDAR OF EVENTS	
Monday, May 25, 2020 Time: 3:00 to 5:00 p.m.	Planning Meeting, Board Room, Education Centre, 545 – 11 th Street East, Prince Albert, SK
Monday, June 8, 2020 Time: 4:00 p.m.	Board Meeting, Board Room, Education Centre, 545 – 11 th Street East, Prince Albert, SK
Monday, June 22, 2020 Time: 4:00 p.m.	Board Meeting, Board Room, Education Centre, 545 – 11 th Street East, Prince Albert, SK

MEETING DATE: May 4, 2020

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>8.8</u>	

FROM: R. Bratvold, Director of Education **ATTACHMENTS** [v]

BACKGROUND

RE: APPROVAL OF APRIL 6, 2020 REGULAR BOARD MEETING

- Minutes attached.

RECOMMENDATION

That the minutes of the Regular meeting of April 6, 2020 be approved as presented.



MISSION: *Strives for excellence in education and seeks to maximize each child's unique learning ability.*

VISION: *Pursuit of excellence, respect of diversity and achievement for all.*

NO. #2020R-4 (MONDAY, APRIL 6, 2020)

MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION, BOARD OF EDUCATION HELD ON MONDAY, APRIL 6, 2020 AT 5:20 P.M. VIA TELECONFERENCE

PRESENT:

MEMBERS OF THE BOARD

MR. B. GEROW, Trustee
MR. G. GUSTAFSON, Trustee
MR. B. HOLLICK, Board Chair
MR. A. LINDBERG, Trustee
MR. J. MCIVOR, Trustee

MS. D. ROWDEN, Trustee
MS. J. SMITH-WINDSOR, Vice-Chair
DR. M. VICKERS, Trustee
MR. B. YEAMAN, Trustee

SENIOR ADMINISTRATION

Mr. R. Bratvold, Director of Education
Mr. R. Emmerson, Superintendent of Schools
Mr. J. Pidborochynski, Chief Financial Officer

Mr. M. Hurd, Superintendent of Facilities
Mr. C. Trann, Superintendent of Schools
Mrs. J. Ward, Administrative Services Officer

B. Hollick, Board Chair, called the meeting to order.

MOTION TO MOVE INTO CLOSED SESSION:

#20R-25

Moved by D. Rowden that the meeting move into Closed Session with Board and Administration present.

Carried.

Regular meeting resumed.

ADOPTION OF THE AGENDA:

#20R-26

Moved by A. Lindberg that the agenda be approved as amended.

Carried.

CONSENT ITEMS:

#20R-27

Moved by D. Rowden that the following consent items be approved:

(a) Adoption of the Minutes for the Regular meeting of March 9, 2020;

(b) Financial Statements – for the Period Ended February 29, 2020.

Carried.

BUSINESS ARISING FROM THE PREVIOUS MEETING:

(a) Board Director Seminar Topics Committee Terms of Reference

The Board Committee scheduled a teleconference for Tuesday, April 14, 2020 at 2:30 p.m. to develop the Terms of Reference for this committee.

April 6, 2020

NEW BUSINESS:

(a) Motions from the Closed Session of April 6, 2020:

#20R-28

Moved by B. Hollick that the following motions be brought forward:

1. *That the Board deny the request for transportation from the Crowl family to Wild Rose Public School.*

Carried.

2. *That the Board award the division wide LED lighting upgrade contract to Bill's Electric City of Prince Albert.*

Carried.

(b) Provincial Update

J. Smith-Windsor provided a verbal update regarding the work and activities of the Executive of the Saskatchewan School Boards during COVID-19. The SSBA Executive will be meeting every two week via teleconferencing.

(c) Student Trustee Attendance at Board Meeting

Consensus of the Board was to not require the student trustees to attend this meeting and the May 4, 2020 Regular meeting unless the Provincial Student Leadership group is still convening then E. Pala would be able to report on the group at the May meeting. Superintendent Trann will contact the SRSC President to collect information about SRPSD students' perspectives during COVID-19. A decision regarding the attendance of student trustees at the June Board meeting will be determined at later date.

(d) 2019-2020 Board Development Plan

M. Vickers reviewed the Board Development Plan to date. She noted that the majority of trustees attended the SSBA Trustee Academy in February but the remainder of the professional development opportunities has been cancelled due to COVID-19. As indicated by J. Smith-Windsor, the SSBA Executive is currently reviewing online options for professional development for trustees. If trustees have other suggestions for professional development, please contact M. Vickers or J. Ward.

(e) Access for Public Regular Meeting

Discussion took place regarding transparency and accessibility for the public to Board meetings during the COVID-19 pandemic and onward.

#20R-29

Moved by A. Lindberg that the Regular Board meeting packages be posted to the Saskatchewan Rivers Public School Division's website effective immediately.

Carried.

ACCOUNTABILITY REPORTS

(a) Facilities Accountability Report

#20R-30

Moved by G. Gustafson that the Board confirm that the intent of Policy 8, Item 8 and Policy 13, Item 6.1 have been met and that the Facilities Accountability Report be referred to the Director Evaluation process.

Carried.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) LAFOIP Request

R. Bratvold noted that the redacted documents related to the June 2019 meeting between SRPSD Board and local MLAs have been recently released.

#20R-31

Moved by G. Gustafson that the Board authorize the Board chair to submit a Freedom of Information request to the SRPSD Privacy Officer to access the previously released redacted documents related to the June 2019 meeting between the SRPSD Board and local MLAs.

Carried.

(b) Appointment of Returning Officers for 2020 Board Elections

#20R-32

Moved by A. Lindberg that the City Clerk for the City of Prince Albert be appointed Returning Officer for the 2020 General School Board Elections for urban board members within the City of Prince Albert.

Carried.

#20R-33

Moved by J. McIvor that the Chief Financial Officer of the school division be appointed Returning Officer for the 2020 General School Board Elections for board members in Wards 1 to 5 of the school division.

Carried.

The 2016 informational package that was provided to potential candidates for school boards election will be placed on the agenda for the May Board meeting.

(c) Supplemental Learning Program Verbal Update

Superintendent Emmerson provided a verbal update on the status of supplemental learning program in Saskatchewan Rivers Public School Division. He noted that there will be different platforms that will be used with our students. School staff have been contacting families and for those families that have not yet been contacted, the division has other options to communicate to these families. R. Emmerson noted that one positive effect that comes out this will be the progressive collaboration happening among staff.

(d) 2019-2020 SRPSD Our School Data Report

Superintendent Trann reviewed the perceptual data gathered from Saskatchewan Rivers Public School Division parents and students through the *Our School Survey (October 2019 to January 2020)*. The data presented was in relation to the SRPSD Strategic Plan for 2017-2020. Highlights from relevant secondary and elementary student reports was shared. Trustees requested a review of the questions for *Our School Data* prior to the collection of data.

THREE KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING

- Cree Language Program at John Diefenbaker Public School.
- Supplemental Learning Program for students.
- LED Lighting Project for the School Division.

BOARD MEMBERS' FORUM:

Consensus of the Board was to send a message to staff expressing its appreciation for the commitment to our students and their efforts in the COVID-19 crisis.

ADJOURNMENT:

#20R-34

Moved by D. Rowden that the meeting adjourn.

Carried.

SIGNATURES:

Board Chair

Administrative Services Officer

Date of Approval

MEETING DATE: May 4, 2020

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<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Consent Item
Primary Policy Reference:	<u>2.8</u>	

FROM: J. Pidborochynski, Chief Financial Officer ATTACHMENTS [v]

BACKGROUND

RE: FINANCIAL STATEMENTS – for the Period Ended March 31, 2020

The Statements of Financial Position and Operations have been prepared in accordance with the Canadian public sector accounting standards and the format specified in the Financial Reporting Manual issued by the Ministry of Education. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The accompanying financial statements are provided in detail with specific reference to the budget percentage remaining for the period. For comparative purposes 41.7% or five months remain in the fiscal year.

Details of major variances in actual to budgeted revenue are detailed as follows:

1. Tuition and Related Fees – Tuition fees billed for the period ending March 31, 2020
2. Complementary Services – Additional ELIS grant not budgeted for
3. Other – Additional miscellaneous reimbursements

Details of major variances in actual to budgeted expenditure are detailed as follows:

1. Plant Operations – majority of large capital project expense incurred in the summer
2. Complementary Services – Additional expenses associated with ELIS grant

Capital Purchases

1. Computer equip - \$175K, other equipment - \$67K.

RECOMMENDATION

That the Board approve the Financial Statements for the period ending March 31, 2020.

Saskatchewan Rivers School Division No. 119
Statement of Financial Position
As at March 31, 2020

	Current Year Actual	Prior Year Actual	Variance
Financial Assets			
Cash and Cash Equivalents	15,604,375	22,641,128	(7,036,753)
Other Receivables	997,811	1,312,078	(314,267)
Portfolio Investment	5,000,000	-	5,000,000
Total Financial Assets	21,602,186	23,953,206	(2,351,020)
Liabilities			
Accounts Payable and Accrued Liabilities	5,168,698	1,708,665	3,460,033
Liability for Employee Future Benefits	3,268,500	3,268,500	-
Deferred Revenue	856,560	951,551	(94,991)
Total Liabilities	9,293,758	5,928,716	3,365,042
Net Financial Assets	12,308,428	18,024,490	(5,716,062)
Non-Financial Assets			
Tangible Capital Assets	65,411,453	68,222,399	(2,810,946)
Inventory of Supplies for Consumption	130,280	130,280	-
Prepaid Expenses	485,879	556,627	(70,748)
Total Non-Financial Assets	66,027,612	68,909,306	(2,881,694)
Net Assets	78,336,040	86,933,796	(94,991)
Accumulated Surplus			
Accumulated Surplus - Beginning of the Year	86,933,796	92,803,558	(5,869,762)
(Loss) earnings from Operations	(8,597,756)	(5,869,762)	(2,727,994)
Accumulated Surplus	78,336,040	86,933,796	(8,597,756)

Saskatchewan Rivers School Division No. 119
Statement of Operations and Accumulated Surplus
For the Period from September 1, 2019 to March 31, 2020

	Current Year Actual	Current Year Budget	Budget Remaining	Budget % Remaining	Prior Year Actual	Actual Variance
REVENUE						
Property Taxation	5,218	-	(5,218)	#DIV/0!	54,254	(49,036)
Grants	51,901,309	90,074,052	38,172,743	42.38%	89,251,381	(37,350,072)
Tuition and Related Fees	2,187,872	2,469,621	281,749	11.41%	2,498,297	(310,425)
School Generated Funds	1,731,292	2,280,000	548,708	24.07%	2,221,030	(489,738)
Complementary Services	1,209,030	1,558,335	349,305	22.42%	1,742,988	(533,958)
External Services	3,385,412	5,235,964	1,850,552	35.34%	5,816,423	(2,431,011)
Other	1,022,072	1,005,358	(16,714)	-1.66%	1,148,894	(126,822)
Total Revenue	61,442,205	102,623,330	41,181,125		102,733,267	(41,291,062)
EXPENSES						
Governance	255,978	470,410	214,432	45.58%	352,996	(97,018)
Administration	1,992,454	3,303,338	1,310,884	39.68%	3,230,629	(1,238,175)
Instruction	49,740,061	71,742,896	22,002,835	30.67%	72,326,160	(22,586,099)
Plant	7,557,810	16,083,526	8,525,716	53.01%	14,963,554	(7,405,744)
Transportation	4,535,819	7,457,819	2,922,000	39.18%	7,194,494	(2,658,675)
Tuition and Related Fees	11,300	69,072	57,772	83.64%	56,413	(45,113)
School Generated Funds	1,333,010	2,305,000	971,990	42.17%	2,292,637	(959,627)
Complementary Services	1,237,832	1,688,169	450,337	26.68%	1,658,690	(420,858)
External Services	3,346,997	4,939,200	1,592,203	32.24%	6,291,532	(2,944,535)
Other Expenses	28,700	500	(28,200)	-5640.00%	235,924	(207,224)
Total Expenses	70,039,961	108,059,930	38,019,969		108,603,029	(38,563,068)
(Deficit) surplus for the Period	(8,597,756)	(5,436,600)	(3,161,156)		(5,869,762)	(2,727,994)
Accumulated Surplus, Beginning of Year	86,933,796	86,933,796			92,803,558	(5,869,762)
Accumulated Surplus, End of Period	78,336,040	81,497,196			86,933,796	(8,597,756)
Tangible Capital Assets						
Tangible Capital Assets - Beginning of Year	68,222,399	68,222,399	-	0.00%	72,256,316	
Tangible Capital Asset Purchases	658,429	1,135,900	477,471	42.03%	(74,938)	
Amortization	(3,469,375)	(5,947,500)	(2,478,125)	41.67%	(3,958,979)	
Tangible Capital Assets - End of Period	65,411,453	63,410,799	(2,000,654)		68,222,399	

MEETING DATE: May 4, 2020

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	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Consent Item

FROM: J. Pidborochynski, Chief Financial Officer **ATTACHMENTS**

BACKGROUND

RE: REQUEST FROM BUCKLAND FIRE AND RESCUE

Please find attached to this report the request of Buckland Fire and Rescue for the provision of a bus for training and enhancement of fire training and rescue techniques. The bus will be provided from our retired unit inventory.

The Board is to be kept apprised of any future media events or announcements.

RECOMMENDATION

That the Board receive the report.



Box 823
Prince Albert, SK
S6V 5S4
Ph: 306-764-6865
Fax: 306-922-0084
E-mail: info@bucklandfire.com

Jerrold Pidborochynski
Chief Financial Officer
Saskatchewan Rivers School Division
545-11th Street East
Prince Albert, Sk.
S6V 1B1
Email: jpидborochynski@srsd119.ca

March 9, 2020

RE: REQUEST FOR DONATION OF DECOMMISSIONED SCHOOL BUS

Dear Sir

Buckland Fire & Rescue is a charitable, non-profit co-operative, volunteer fire department and is the main service provider attending motor vehicle accidents along the major highways and rural roadways within the Rural Municipality of Buckland #491.

One of the challenges that fire departments have is obtaining vehicles to provide hands on training in real life scenarios. It is important to have the opportunity for the personnel to use the specialized tools, to see the structures of the vehicles, practise how to safely stabilize them, etc. in a controlled environment in order to be well prepared for a real emergency.

Several years ago Saskatchewan Rivers School Division provided a decommissioned school bus for our firefighters to train on. Since this time we have acquired many new recruits and our senior firefighters are due for recertification. Also, during this time some of the tools; procedures; and the structure of the buses have changed. It is critical that our training keeps up with these changes so we can provide the best service possible should a school bus be involved in an emergency situation. This type of training would not be possible without the assistance of Saskatchewan Rivers School Division.

In 2020 we would like to have Trans Care Rescue Ltd. instruct a bus extrication course for our firefighters and are wondering if the Saskatchewan Rivers School Division could provide us with a decommissioned School Bus for this course. Attached is the course outline for this training for your review.

If you are able to assist us or have further questions you can contact me at the above numbers or Deputy Fire Chief Chris Doucette at 306-960-7223 or bfrdeputyfirechief@gmail.com.

Sincerely,

Tammy Shynkaruk
Secretary/Treasurer
Buckland Fire & Rescue

cc. Ryan Bruce – Manager of Transportation Services
Chris Doucette- Deputy Fire Chief, Buckland Fire & Rescue



Trans-Care Rescue Ltd.

Box 559 Langham SK S0K 2L0

Phone: (306) 283-4496 Fax: (306) 283-4456

SCHOOL / HIGHWAY BUS EXTRICATION

Techniques Used To Perform Extrication From Multi Passenger Vehicles

COURSE DESCRIPTION – 16 HOUR COURSE

This program is designed to provide the rescuer with the knowledge and skills to perform safe and expedient extrication for victims of accidents involving both school and highway buses.

COURSE OBJECTIVES

To provide students with the following:

- Knowledge of the various types of buses that we may encounter both school and highway.
- Pre-planning for bus accidents.
- Knowledge of bus construction, both school and highway.
- Hands-on knowledge on how to access bus accident.
 - bus on wheels
 - bus on side
- Knowledge of equipment used for bus extrication.
- Techniques used for bus extrication.
- Techniques when bus is in a collision with another vehicle.

CLASSROOM CONTENT

- How to preplan for potential accidents involving school and highway buses that could occur in their area.
- Types of buses that may be encountered including: basic passenger vans, school buses, handicap buses, and highway buses.
- Types of school bus and highway bus construction.
- Components and construction of school buses, handi-buses, and highway buses.



Trans-Care Rescue Ltd.

Box 559 Langham SK S0K 2L0
Phone: (306) 283-4496 Fax: (306) 283-4456

SCHOOL / HIGHWAY BUS EXTRICATION

School Bus Extrication Tactical Situations:

- Vehicle stabilization.
- Entry through doors.
- Entry through the roof.
- Side and window entry.
- Movement of the steering wheel and steering column.
- Movement of the vehicle to remove a victim pinned under it.
- Techniques to access and disentangle victims inside the bus.
- Techniques to remove patients from inside the bus.

Specialty Bus Extrication Techniques:

- Handi-bus door systems.
- Handi-bus wheel chair lifts.
- Handi-bus wheel chair locking systems.

Highway Bus Extrication Techniques:

- Vehicle stabilization.
- Power shut-off systems.
- Entry through the doors.
- Entry through the roof.
- Side and window entry.
- Floor entry.
- Interior obstructions and disentanglement.
- Techniques used to remove patients from inside the bus.



Trans-Care Rescue Ltd.

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Phone: (306) 283-4496 Fax: (306) 283-4456

SCHOOL / HIGHWAY BUS EXTRICATION

PRACTICAL

Students will be given the opportunity to put into practice the skills and techniques discussed in the classroom.

Using hand tools, air bag lifting systems, and heavy hydraulic systems the students will work through a number of bus accident scenarios. These would include the vehicle on its wheels and in rollover situations with a victim trapped under the vehicle.

EVALUATION

Student skills are assessed through the entire program on safety, proper techniques of equipment use, safe techniques working close to the patients, and proper stabilization of the vehicle.

A written exam covering vehicle construction, types, safety concepts, and extrication techniques for specific situations will be administered at the end of the program.

Certificates will be issued to participants who complete the entire course; this includes all classroom and practical sessions.

MEETING DATE: May 4, 2020

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	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2</u>	

FROM: J. Pidborochynski, Chief Financial Officer **ATTACHMENTS**

BACKGROUND

RE: TRANSPORTATION SERVICES ACCOUNTABILITY REPORT

The accountability report for transportation provides the Board with timely, sufficient, and relevant information on pupil transportation on a quarterly basis.

The report has been appended for the review and information of the Board.

RECOMMENDATION:

That the Board approve the Quarterly Transportation Report as presented.

Saskatchewan Rivers Public School Division #119
Quarterly Transportation Services Report

Background Information:

Saskatchewan Rivers Public School Division (SRSD) offers transportation services 31 of our 32 schools (Winding River Colony School being the exception).

The following statistics are a summary of the transportation services as of April 15th, 2020.

Performance Indicator*	Results			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Total students transported	3,851	3,879	3,879	
Number of transportation routes	112 (25 contracted)	112 (25 contracted)	112 (25 contracted)	
Number of unfilled routes	0	0	0	
Number of cancellations (days):	4.5	197.5	2,358	
Mechanical	2.5	8	4	
Weather	0	183	103	
No substitute driver	2	6.5	1	
Other	0	0	2,250	
Average age of bus fleet (years)	7.75	8.00	8.25	
Capacity utilized on bus (average)	59%	59%	59%	
Average urban one-way ride time (in minutes)	16	16	16	
Average rural one-way ride time (in minutes)	26	26	26	
Longest urban one-way ride time (in minutes)	55	55	55	
Longest rural one-way ride time (in minutes)	90	90	90	
Complaints of a serious nature	1	1	0	

Emerging issues:

Covid-19 will affect our service delivery model in ways that are not fully understood yet. It may also affect our ability to retain our existing employees and recruit new ones.

The 2,250 Cancellation Days-other represent the 18 school days from March 17th through April 15th that schools were closed.

If we remove cancellation days due to covid-19, our number of total cancellations to the end of the 3rd quarter is 310 days. As a comparison, there were 763 cancelled days in the previous year.

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	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Consent Item

Primary Policy Reference: 8.5; 8.6; 13

FROM: R. Bratvold, Director of Education **ATTACHMENTS**

BACKGROUND

RE: DIRECTOR UPDATE

1. Student Learning

- a) The division is in the process of collecting data around the numbers of students receiving supplemental learning and expect to have it collected and shared in early May. Reports from schools indicate a sustained strong rate of connection and interaction between staff and families, but some decline in active participation of students in the learning program.
- b) Staff are making intense and productive efforts to become more skilled in planning and delivering distance education. The Education Centre-based staff have been providing support to teachers and students in a number of ways. One example is the Learning Technology consultant and coaches provided video “how to” sessions and support for a number of tools including Smart Notebook Online Tools, Google Sites for Beginners, Google Classroom, Seesaw, Loom & Smart Recorder, Google Meet, Zoom, WordPress for Teachers, WordPress for Secretaries

2. Partnerships

- a) Childcare centre planned for Arthur Pechey has cleared the latest hurdle and is on track to begin construction. Opening will be planned for later this year or next fall as appropriate. Blooms and Buds has been a great partner to champion this facility and secure support and funding beyond what was available to the division.
- b) Kevin Cameron from the North American Centre for Threat Assessment and Trauma Response has been providing online sessions to school divisions that supports and strengthens our VTRA training in supporting students and staff in these new and changing environments during COVID-19.

3. PLT and ESSP

- a) The PLT has decided to cancel the collection of data that might have been partially available this spring. The challenges with collecting data and the problems with ultimate reliability and longitudinal comparability of that data made it clear that cancelling the collection was the most appropriate decision.
- b) The plans for the Provincial Education Plan are still evolving and a meeting in early May is planned to chart a course for the next steps.

4. Budget and Related

- a) The 2020-21 budget is fully prepared based on the most recent discussion with the Board on April 20. However, with the recent tentative teachers agreement and need for Direction from the Ministry about including (or not including) those revenues and costs in the budget require us to postpone to June.
- b) There has been significant discussion with Principals and Supervisors regarding the budget and it is mostly well received and in line with expectations from previous discussion. Most significant concerns are related to the impacts of the narrowing of our focus for Jordan’s Principle funding.

5. Ministry and Provincial Items

The MySchoolSask student information system implementation continues with data conversion processes underway and plans for training and orientation for staff in progress. This will be a significant shift for our staff in the fall. There is a limited amount of training we can do now because the most productive training is using our own data in our own environment and that is not yet available. Some training of the lead team members is occurring this spring and other training may be possible as well.

6. AP and Policy Items

Policy review meeting has been considered for a date that should be finalized by May 4, 2020. Format, as discussed will be for trustees to review policy in advance and come with questions of clarity or suggestions for enhancement. The Board has been disciplined in limiting the number of policies and ensuring that new topics are considered in light of including them in existing policies, if appropriate, or possibly directing those items to other division documents like Strategic Plan, Administrative Procedures, Operational Manuals, etc.

7. Emergent Items

- a) Graduation plans are in development with schools managing those celebrations within their community and adhering to Medical Officer of Health requirements.
- b) School tour planned for May 28 is expected to be cancelled, unless there are trustee objections.
- c) There will be time at the table to discuss the recent email about the exciting and challenge news related to the composition of the Senior Administration team. Names and details cannot be shared at the time of publication of this report but may be made public by May 4.

RECOMMENDATION

For Board consideration and discussion as required.

MEETING DATE: March 9, 2020

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>8, 9, 10</u>	

FROM: R. Bratvold, Director of Education **ATTACHMENTS**

BACKGROUND

RE: 2019-2020 BOARD COMMITTEE TERMS OF REFERENCES

1. A chart of the committees/ reps with a "checkmark" beside those with the ToR (or role summary for reps to external committees) completed and another checkmark if the ToR (or role summary) has been approved confirmed by the Board – as of April 29, 2020.
2. The ToR template is attached for reference.
3. Any ToR (or role summary) that have been submitted for approval at the May 4th meeting is appended to the Board memorandum.
 - CUPE Bargaining Representative
 - ISSI Representative
 - Legacy Board Committee
 - LINC Bargaining Representative
 - PEG Representative
 - Principals' Selection Representative

RECOMMENDATION

1. ***For Board information.***
2. ***That the Terms of Reference for CUPE Bargaining Representative, ISSI Representative, Legacy Board Committee, PEG Representative and Principals' Selection Representative as presented.***

BOARD COMMITTEES 2019-2020

Name of Committee	Chair/Representative	Terms of Reference	Site/reference
Audit	Barry Hollick	Yes	Policy 9 – Board Committees (9.1) – attached
Boards Chair Council (SSBA)	Barry Hollick	Yes	Policy 10 – Board Representatives – 10.3 - attached
Board Development Committee	Michelle Vickers	Yes	Policy 9 – Board Committees (9.4) – attached
City Liaison Committee	Barry Hollick Arne Lindberg	No	Reference to Policy 8 – 2.7 Organizational meeting appointments
CUPE Bargaining	Grant Gustafson	Yes	Reference to Policy 8 – 2.7 Organizational meeting appointments
Facilities	Grant Gustafson	Yes	Attached
Invitational Shared Services Initiative (ISSI)	John McIvor	Yes	Reference to Policy 8 – 2.7 Organizational meeting appointments
Legacy Committee	Grant Gustafson	Yes	Policy 9 – Board Committees (9.5) – attached
LINC Bargaining	Jaimie Smith-Windsor	No	Reference to Policy 8 – 2.7 Organizational meeting appointments
Principals' Selection	Michelle Vickers	Yes	Reference to role in Policy 16- attached
Public Section Executive Member	Darlene Rowden	Yes	Policy 10 – Board Representatives – 10.1 - Attached
Program Enhancement Grant Representative	Bill Gerow	Yes	Reference to Policy 8 – 2.7 Organizational meeting appointments

Out of Scope	Barry Hollick	Yes	Policy 9 – Board Committees (9.2) - attached
Saskatchewan High School Athletics Association	Bill Yeaman	Yes	Policy 10 – Board Representatives – 10.2
Saskatchewan Rivers Students for Change (SRSC)	Jaimie Smith-Windsor	Yes	Policy 9 – Board Committees (9.5) – attached
Student Discipline	Grant Gustafson	Yes	Policy 9 – Board Committees (9.3) – attached
Vice-principals' Selection	Bill Yeaman	No	Reference to Policy 8 – 2.7 Organizational meeting appointments

**BOARD REPRESENTATIVE:
CUPE BARGAINING
Terms of Reference**

1. Purpose of the Committee:

To negotiate salaries and benefits within CUPE, representing unionized employees in Saskatchewan Rivers Public School Division.

2. Background

A Board member serves on the committee due to the importance of CUPE in the operations of the school division and the desire to have a visible Board presence at the contract-negotiating table.

3. Member Expectations

Committee members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the committee's purpose.
- Provide perspective of what is best for the Division.
- Attend committee meetings and follow through in a timely manner on any commitments.
- Support the success of the project.
- Board member is expected to follow direction of the employer side of negotiations and will be informed of background and negotiation initiatives by administrative members of the committee.

4. Composition of the Committee:

Neil Finch – Co-chair
Jamie Henry

Jerrold Pidborochynski
Grant Gustafson

5. Roles and Responsibilities:

The committee chair (or senior admin representative) is responsible for:

- Calling the meetings, setting the agenda and sending notice to committee members,
- Chairing the meetings and recording minutes,
- Ensuring the purpose/deliverables of the committee are achieved.
- Committee members are responsible for contributing to the committee work.
- Board member is expected to take notes as to observations of dialogue between Saskatchewan Rivers Public School Division and CUPE representatives and provide to administration to be incorporated into the school division's record of negotiation discussion.

6. Meetings:

- Meetings will be called by notice of the committee chair, at a location agreed upon by the Committee.
- Meetings schedule: meetings are jointly called by the administration and CUPE co-chairs.

7. Expenses:

- Costs of the committee are shared with CUPE (meals).
- Meetings are expected to be arranged in a manner that reasonably minimizes costs (at locations that are conveniently central to members).
- Other than necessary mileage and expenses, committee work is included in monthly trustee remuneration, unless otherwise determined by motion of the Board.

CUPE REPRESENTATIVE – TERMS OF REFERENCE

8. Term of the Committee:

Board appointment is set at the organizational meeting, and it should be noted that the committee only meets after CUPE indicates the desire to begin bargaining at the conclusion of the current contract. This can lead to multiple years without bargaining depending on the length of the current contract. The Board appointment continues even in years where no bargaining is expected.

9. Reporting/Communication:

- The Board member on the committee is expected to assist the administration co-chair in reporting as appropriate on the collective agreement bargaining progress up to and including presenting of a tentative agreement for Board consideration.
- As Letters or Memorandums of Understanding are signed with CUPE, it is the Board member's responsibility to inform the Board, as it is appropriate.

10. Decision Making

The committee will endeavor to work to consensus in decisions around the work but chair will call for a vote on decisions, as he/she deems appropriate.

INVITATIONAL SHARED SERVICES INITIATIVE (ISSI) REPRESENTATIVE Terms of Reference

1. Purpose of the Committee:

The ISSI partnerships also provide an opportunity for the development of joint strategies between provincial school divisions and First Nations to answer the Truth and Reconciliation Commission's (TRC) Calls to Action to eliminate education and employment gaps between First Nations and Métis and non-First Nations and Métis Canadians.

2. Background

The Invitational Shared Services Initiative (ISSI) provides Ministry of Education funding (150K per year) that supports partnerships between provincial school divisions and First Nations education organizations to support students living on-reserve. The partnerships align with the Education Sector Strategic Plan (ESSP) and focus on supports for students and teaching staff in the areas of:

- reading;
- literacy;
- graduation;
- early learning; and,
- student engagement.

3. Member Expectations

Committee members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the committee's purpose.
- Provide perspective of what is best for the Division.
- Attend committee meetings and follow through in a timely manner on any commitments.
- Support the success of the project.

4. Composition of the Committee:

SRPSD has two different ISSI agreements: One with Wahpeton Dakota Nation and one with Saskatoon Tribal Council, Muskoday First Nation and One Arrow First Nation. The ISSI committee consists of senior staff from each partner, elders and governance officials (trustee and band councillor).

5. Roles and Responsibilities:

The trustee's role on the committee is to:

- bring school division governance perspective and input to the discussion
- contribute to the planning and monitoring of actions
- bring perspectives of the Board's strategic plan to the ISSI activities
- report highlights from the ISSI meeting back to the Board.

6. Meetings:

- Meetings will be called by notice of the committee chair, at a location agreed upon by the Committee.
- The committee meets several times each year to establish plans for actions, to review progress and track annual outcomes. One of the meetings is usually a celebration of successes and one of the meetings usually includes Ministry representatives as well.

7. **Expenses:**

- Costs of the committee are borne by the Board.
- Other than necessary mileage and expenses, committee work is included in monthly trustee remuneration, unless otherwise determined by motion of the Board.

8. **Term of the Committee:**

The trustee is normally appointed to the ISSI committee on an annual basis at the Organizational Meeting.

**SRPSD COMMITTEE:
LEGACY BOARD COMMITTEE
Terms of Reference**

1. Purpose of the Committee:

To create a document incorporating some historical information about the school division as well as to identify issues, practices and accomplishments of the current Board (elected 2016).

2. Background

Committee established in 2017 to act on a suggestion from a Board Director Seminar to create a legacy document.

3. Member Expectations

Committee members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the committee's purpose.
- Provide perspective of what is best for the Division.
- Attend committee meetings and follow through in a timely manner on any commitments.
- Support the success of the project.

4. Composition of the Committee:

Trustees - Grant Gustafson, John McIvor, Jaimie Smith-Windsor (November 2017)
Administrative support – Robert Bratvold, Joyce Ward

5. Roles and Responsibilities:

- The committee chair is responsible for:
 - calling the meetings, setting the agenda and sending notice to committee members,
 - chairing the meetings and recording minutes,
 - ensuring the purpose/deliverables of the committee are achieved.
- Committee members are responsible for contributing to the committee work.

6. Meetings:

- Meetings will be called by notice of the committee chair, at a location agreed upon by the Committee.

7. Expenses:

- Costs of the committee are borne by the Board.
- Meetings are expected to be arranged in a manner that reasonably minimizes costs (at locations that are conveniently central to members and rent-free, at times connected to other Board events if possible, when meal costs are not required, etc.).
- Other than necessary mileage and expenses, committee work is included in monthly trustee remuneration, unless otherwise determined by motion of the Board.

8. Term of the Committee:

Term start: November, November 2017.

Term completion: Fall of 2020 prior to Board elections with presentation of "living document" to the Board.

9. Reporting/Communication:

- The committee chair (or designate) will report on the progress of the committee to the Board and prepare a final report (with recommendations if appropriate) for board consideration.

10. Decision Making

- The committee will endeavor to work to consensus in decisions around the work undertaken but chair will call for a vote on decisions, as he/she deems appropriate.
- Chair is responsible for ensuring final editing is completed prior to the committee presenting the “legacy document” to the Board.

Terms of Reference

Trustee Representative on LINC Bargaining Committee

1. Purpose of the Committee:

The LINC Committee is responsible for negotiating the local benefits related to employment, as determined by *The Education Act, 1995*.

2. Background

Local bargaining takes place in a legislative context in the province of Saskatchewan where collective bargaining occurs at both the provincial level and the local school division level. Contract items that are bargained provincially and items that are bargained locally are set in legislation, *The Education Act, 1995*. Specifically, Sections 234 to 269 legislate the bilevel system of bargaining in Saskatchewan.

At its Organizational Meeting, annually, the Saskatchewan Rivers Board of Education appoints one trustee to represent the Board during the local bargaining process. The Board member appointed to the LINC bargaining committee is important in acting a liaison to the board, ensuring that board policies, foundational beliefs, vision and mission are voiced at the bargaining table, where local benefits of employment are negotiated.

3. Member Expectations

The representative trustee on the LINC committee is expected to demonstrate a commitment to:

- Research and understand the bilevel bargaining system in Saskatchewan and their role on the committee
- Work collaboratively to achieve the committee's purpose
- Support the work of the management team by providing a board perspective
- Set a high standard of professionalism in their conduct at the bargaining table
- Communicate in a manner conducive with maintaining strong and respectful employer-employee relations
- Maintain the level of confidentiality that is agreed to by the bargaining teams

4. Composition of the Committee:

There are four committee members that represent the Board through and between negotiations:

- The Board is represented by 1 trustee
- Management is represented by 3 members of the senior management team, as determined by the Director of Education

Current committee members are appointed, as follows:

Neil Finch – Co-Chair

Jerrold Pidborochynski – Chief Financial Officer

Jaimie Smith-Windsor - Trustee

Robert Bratvold - Director

Teachers establish their own bargaining team, in a manner that fits with *The Education Act, 1995*, their bylaws, and as determined by their membership.

5. Roles and Responsibilities:

The committee co-chairs are responsible for:

- orienting committee members
- calling the meetings, setting the agenda and sending notice to committee members
- providing preparation materials
- chairing the meetings and keeping formal documentation/records
- ensuring the purpose/deliverables of the committee are achieved

Committee members are responsible for meeting preparation, contributing to the committee work and operating withing the Board's approved mandate.

The Board's Representative on the LINC committee shall:

- Work collaboratively with management to table a pre-bargaining report to the Board that sets (by motion) the mandate for bargaining
- Ensure that the negotiation of benefits does not exceed the board-approved mandate, unless a change of mandate is approved
- Adhere to the negotiation principles agreed to by both bargaining parties
- Draw on Board Policies to express the perspective of the board as the employer
- Be available between bargaining mandates to reconvene and address matters that have contractual implications (i.e. grievances or MOAs)
- Work with the committee co-chair to provide an appropriate level of reporting to the board

6. Meetings:

Meetings will be:

- called by notice of the committee chair, at a location agreed upon by the Committee.
- scheduled with reasonable notice, typically with input from all members.

The length of meetings and the number of meetings can vary greatly. Committee members should be prepared to contribute a considerable number of hours to preparation, reading and meeting throughout the bargaining process

7. Expenses:

- Cost-sharing related to bargaining (i.e. snacks/meals) shall be determined by the parties at their first meeting.
- Meetings are expected to be arranged in a manner that reasonably minimizes costs.
- Other than necessary mileage and expenses, committee work is included in monthly trustee remuneration, unless otherwise determined by motion of the Board.

8. Term of the Committee:

Board appointment of its representative occurs at the Organizational Meeting, annually. The committee only meets after the teacher's bargaining committee indicates the desire to begin bargaining, typically at the conclusion of the current contract. Depending on the length of the contract negotiated, this can lead to multiple years without bargaining. The Board appointment continues even in years where no bargaining is expected. The committee is effectively a standing committee. Although it's rare that the parties are convened outside of formal bargaining, the bargaining committee or parties may be convened or called upon to address bargaining or other contractual matters at any time.

9. Reporting/Communication:

- The committee establishes communications protocols specific to each round of bargaining.
- The Board member appointed to the committee is expected to assist the administration co-chair in reporting on the collective agreement bargaining progress up to and including the presentation of a tentative agreement for Board consideration.
- As Letters or Memorandums of Understanding are signed with the Teacher LINC Committee, it is the Board member's responsibility to inform the Board, as it is appropriate.

10. Decision Making

The committee will endeavor to work to consensus in decisions around the work undertaken but chair will call for a vote on decisions, as he/she deems appropriate.

**BOARD COMMITTEE:
PROGRAM ENHANCEMENT GRANT REPRESENTATIVE
Terms of Reference**

1. Purpose of the Committee:

To review the Program Enhancement Grant (PEG) applications and bring report on recipients to the Board.

2. Background

The Board yearly provides a grant to successful School and School Community Council applicants to the total of \$25,000.00.

3. Member Expectations

Committee members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the committee's purpose.
- Provide perspective of what is best for the Division.
- Attend committee meetings and follow through in a timely manner on any commitments.
- Support the success of the project.
- Review and discuss applications.
- Discuss the great ideas of SCCs and short -list applications.

4. Composition of the Committee:

Bill Gerow, Trustee – Chair
Terry Mortson – T.D. Michel/Big River
Ranelle Zwordesty – Red Wing
Denise Vancoughnett – Wesmor
Nikki Hemsworth – Carlton
Administrative Support - Cory Trann

5. Roles and Responsibilities:

The committee chair (or designate) is responsible for:

- calling the meetings, setting the agenda and sending information to committee members,
- chairing the meetings
- administrative support will record minutes and distribute

6. Meetings:

- Meetings will be called by notice of the committee chair (or designate).
- Meeting by conference call (or location agreed upon by the committee).

7. Expenses:

- Costs of the committee are borne by the Board.
- Meetings are expected to be arranged in a manner that has minimal cost to the Board.

8. Term of the Committee:

The term of the committee to be concluded by May 31, 2020.

9. Reporting/Communication:

The committee chair (or designate) will report to the Board and prepare a final report for board consideration.

10. Decision Making

The committee will work to consensus in discussions, but the Chair may call for a vote on decisions.

**SRPSD REPRESENTATIVE:
PRINCIPALS SELECTION COMMITTEE
Terms of Reference**

1. Purpose of the Committee:

To be involved in the recruitment of principals for the school division.

2. Background

As per Policy 16 – Recruitment and Selection of Personnel, the recruitment and selection of Division personnel is a shared responsibility between the Board and the Director. The Board further believes strong central leadership and administration at the Division level is essential to the effective and efficient operation of the school system.

3. Member Expectations

Committee members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the committee's purpose.
- Provide perspective of what is best for the Division.
- Attend committee meetings and follow through in a timely manner on any commitments.
- Board member is an integral part of the Committee that interviews potential principals.

4. Composition of the Committee:

Trustee - Michelle Vickers

Administrative – Robert Bratvold, Neil Finch

5. Roles and Responsibilities:

The committee chair (or senior administrative representative) is responsible for:

- Setting up the interviews and sending notice to committee members.
- Interviewing selected candidates in order to establish a suitable Final pool of potential principals.
- Ensuring the purpose/deliverables of the committee are achieved.
- Following all recruitment and selection processes will respect current collective bargaining agreements, applicable Board policies and relevant legislation and regulations,
- Responsible for contributing to the committee work.

6. Meetings:

The senior administrative representative will schedule interviews at the Education Centre.

7. Expenses:

- Costs of the committee are borne by the Board.
- Interviews are expected to be arranged in a manner that reasonably minimizes costs (at locations that are conveniently central to members and rent-free, at times connected to other Board events if possible, when meal costs are not required, etc.).
- Other than necessary mileage and expenses, committee work is included in monthly trustee remuneration, unless otherwise determined by motion of the Board.

8. Term of the Committee:

The Principals' Selection Committee representative is appointed annually at the Organizational meeting, usually held in November of each year.

9. Reporting/Communication:

The Board member will report on the progress of the committee to the Board and provide a verbal report (with recommendations if appropriate) for board information.

10. Decision Making

The committee will endeavor to work to consensus in decisions around the work undertaken.