

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

**Seminar Room, Education Centre
545 – 11th Street East
Prince Albert, SK S6V 1B1**

**Monday, August 31, 2020
Time: 4:00 p.m.**

AGENDA (#20R-8)

- 1. Call to order by Board Chair B. Hollick**
- 2. Motion to move into Closed Session**
- 3. Regular session convenes at 5:30 p.m.**
- 4. Adoption of the agenda**
- 5. Consent Items**
 - (a) Adoption of the Minutes for Regular meeting of June 22, 2020 and the Special Regular meeting of August 13, 2020
 - (b) Administrative Procedures Changes
 - (c) Correspondence
- 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 August 31, 2020
 - (b) External Board Committees
 - (c) Provincial Update (if any)
 - (d) Saskatchewan Rivers Students for Change (SRSC) Report – **C. Trann**
 - (e) Board Chairs Council Update – **B. Hollick**
- 8. Accountability reports**
 - (a) Human Resources Accountability Report – **R. Bratvold**
- 9. Reports from administrative staff**
 - (a) Return to School Plan – **R. Bratvold**
 - (b) SSBA Information – Bylaws, Resolutions and Position Statements – **R. Bratvold**
 - (c) 2020-2021 Board Meeting Protocol - **R. Bratvold**
 - (d) Recognition of SRPSD 2020 Retirees – **J. Ward**

10. Three key messages for SCC/Public from meeting

11. Board members' forum

12. Adjournment

CALENDAR OF EVENTS	
Monday, September 20, 2020	Board meeting, Board Room, Education Centre, 545 – 11 th Street East, Prince Albert, SK
Monday, October 5, 2020	Board meeting, Board Room, Education Centre, 545 – 11 th Street East, Prince Albert, SK
Monday, October 26, 2020	Planning Meeting, Education Centre, 545 – 11 th Street East, Prince Albert, SK

MEETING DATE: August 31, 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: ADOPTION OF THE MINUTES OF THE REGULAR AND SPECIAL REGULAR MEETINGS

- June 22, 2020 Regular minutes
- August 13, 2020 Special Regular minutes

RECOMMENDATION

1. *That the minutes of the Regular meeting of June 22, 2020 be approved as presented.*
2. *That the minutes of the Special Regular meeting of August 13, 2020 be approved as presented.*

NO. #2020R-7 (MONDAY, JUNE 22, 2020)

MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION, BOARD OF EDUCATION HELD ON MONDAY, JUNE 22, 2020 AT 5:00 P.M. IN THE SEMINAR ROOM, EDUCATION CENTRE, 545 11TH STREET EAST, PRINCE ALBERT, SK

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. M. Hurd, Superintendent of Facilities

Mr. J. Pidborochynski, Chief Financial Officer

Mrs. J. Ward, Administrative Services Officer

Mr. R. Emmerson, Superintendent of Schools

Mr. T. Michaud, Superintendent of Schools

Mr. C. Trann, Superintendent of Schools

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

MOTION TO MOVE INTO CLOSED SESSION:

#20R-58

Moved by G. Gustafson that the meeting move into Closed Session with Board and Administration present.

Carried.

Regular meeting resumed.

ADOPTION OF THE AGENDA:

#20R-59

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

Carried.

CONSENT ITEMS:

#20R-60

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

(a) Adoption of the Minutes for the Regular meeting of June 8, 2020;

(b) Financial Statements – for the Period Ended May 31, 2020.

Carried.

June 22, 2020

NEW BUSINESS:

(a) Motions from the Closed Session of June 22, 2020:

#20R-61

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

- 1. That the information regarding the annual board seminar as part of the Board Chair's role be referred to the Policy Review Committee.*

Carried.

- 2. That the Board Chair, on behalf of the Board of Education, send a letter of support regarding the speed zone/transportation concern to the Big River Town Council.*

Carried.

- 3. That the financial statement for the Early Years Family Resource Centre be approved.*

Carried.

(b) Board Election Committee Meeting

J. Smith-Windsor provided a verbal update on today's committee meeting. Some topics covered included new trustee orientation package, board election advertising, past practice and procedures from previous board election – the gaps or enhancements. R. Bratvold noted that Administrative Procedure 180 will be reviewed and revised. The revisions will be brought back to the Board for information.

J. Smith-Windsor indicated that the Board needs to schedule the new trustee orientation workshop as part of the procedures.

#20R-62

Moved by J. Smith-Windsor that the hold its Board Seminar and new trustee orientation workshop on Friday, January 15 (evening) and Saturday, January 16, 2021 (all day).

Carried.

(c) Provincial Update

J. Smith-Windsor reported that the proposed Saskatchewan School Boards Association (SSBA) 2020-2021 budget was shared with trustees via through email. This item will be added to the upcoming Board agenda in September for discussion and approval.

(d) Saskatchewan Rivers Students for Change (SRSC) Report

C. Trann indicated that no report was available for this meeting. He shared the plans for the SRSC Committee fall start-up which includes the election of student trustees.

ACCOUNTABILITY REPORTS:

(a) Communication Accountability Report

R. Bratvold reviewed the Accountability Report on Communication for information.

#20R-63

Moved by M. Vickers that the Board confirm that the intent of Policy 2, item 2.2, Policy 8, item 8.5, and Policy 13, item 8.1 have been met and that the Communication Accountability Report be referred to the Director Evaluation process.

Carried.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) 2020-2021 Board Meeting Schedule

The proposed schedule for Board meetings for 2020-2021 was presented.

#20R-64

Moved by M. Vickers that the Board hold its first meeting in the fall on Monday, August 31, 2020.

Carried.

#20R-65

Moved by A. Lindberg that the 2020-2021 Board meeting schedule be approved as amended.

Carried.

(b) 2020-2021 Board Annual Draft Work Plan

The 2020-2021 Annual Work Plan was reviewed. The Board Work Plan was amended to reflect Board direction from the June 8, 2020 meeting.

#20R-66

Moved by B. Yeaman that the Board Annual Work Plan for 2020-2021 be approved as amended.

Carried.

(c) SRPSD Responses to the TRC's 94 Calls to Action

R. Bratvold noted that since the TRC published its Calls to Action and SRPSD has been responded to them. The Division has coordinated and tracked its responses to the Calls that are relevant to division work. A summary of SRPSD's focused work on the TRC's Calls to Action was provided for information. The Indigenous Perspective Team along with the leadership of Superintendents Emmerson and Trann was acknowledged in the promotion and achievement of the response.

(d) Board Member Technology

Following the Dec 2019 Seminar, the Board directed administration to investigate and bring a recommendation to the Board to ensure the renewal of technology devices for the Board after the fall 2020 election.

#20R-67

Moved by G. Gustafson that the Board direct administration to provide for the renewal of trustee electronic devices as outlined in the report.

Carried.

NO. #2020S-1 (THURSDAY, AUGUST 13, 2020)

MINUTES OF THE SPECIAL REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION, BOARD OF EDUCATION HELD ON THURSDAY, AUGUST 13, 2020 AT 7:00 P.M. IN THE SEMINAR ROOM, EDUCATION CENTRE, 545 11TH STREET EAST, PRINCE ALBERT, SK

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

Mrs. J. Hingley, Superintendent of Schools

Mr. J. Pidborochynski, Chief Financial Officer

Mrs. J. Ward, Administrative Services Officer

Mr. N. Finch, Superintendent of Schools

Mr. T. Michaud, Superintendent of Schools

Mr. C. Trann, Superintendent of Schools

B. Hollick, Board Chair, called the meeting to order. He welcomed Jennifer Hingley, new Superintendent of Schools to Saskatchewan Rivers Public School Division.

ADOPTION OF THE AGENDA:

#20S-1

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

Carried.

NEW BUSINESS:

B. Hollick provided a verbal update regarding today's Boards' Chair Council. The SSBA Executive stressed consistency, both locally and provincially and ensuring adequate funding for school divisions. A concern was expressed with grants based on student enrolment for September 30, 2020 amidst the COVID-19 pandemic.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) Discussion of the Re-Entry Plan

R. Bratvold reviewed the draft SRPSD Return to School Plan working copy. This was an opportunity for board members to provide feedback and input on the plan. Discussion was held regarding the methods of communication of the plan to parents and the public. Some topics covered were mandatory masks for staff and students from Grade 4 to 12, gradual re-entry to schools, safety protocol in schools such as water filling stations, canteen and online learning versus classroom instruction. It was noted that the plan is evolving as the situation changes.

ADJOURNMENT:

#20S-2

***Moved by J. Smith-Windsor that the meeting adjourn.
Carried.***

SIGNATURES:

Board Chair

Administrative Services Officer

Date of Approval

MEETING DATE: August 31, 2020

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<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

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

BACKGROUND

RE: ADMINISTRATIVE PROCEDURES CHANGES

The following Administrative Procedure developed.

- AP 326: Students With COVID-19 Symptoms in School

RECOMMENDATION

For Board information.

STUDENTS WITH COVID-19 SYMPTOMS IN SCHOOL

Background

The Saskatchewan Re-Open Plan's Primary and Secondary Educational Institution Guidelines have been developed to inform local planning on the resumption of in-classroom learning from students in the 2020-21 school year. Under these guidelines, local administrative procedures are required for students that are exhibiting signs and symptoms consistent with COVID-19 (refer to Appendix A). It is important to note that not all students with symptoms consistent with COVID-19 will actually have the disease, but processes to mitigate the risk of transmission of COVID-19 must be followed.

Procedures – Student with Potential COVID-19 Symptoms

If a student is exhibiting symptoms suggestive of COVID-19 (see Appendix A), the following steps should be taken in order to minimize the risk of exposure to others:

1. In consultation with the Superintendent, each school shall:
 - a) set up a designated isolation room in the school;
 - b) ensure that appropriately sized face masks, face shields and hand sanitizer are readily available in all classrooms in the school;
 - c) keep accurate and up-to-date records of attendance and seating arrangements to support public health investigation and contact tracing;
 - d) establish standardized procedures for cleaning and disinfecting classrooms and high touch surfaces and student work stations, including designating the employees who shall be responsible for these tasks, noting that all requirements associated with the increased sanitization and disinfection of facilities including common areas will be completed by custodial staff throughout the day; and,
 - e) establish standardized procedures for the disposal of PPE equipment.
2. If, while at a school, a staff member identifies a student exhibiting one or more of the symptoms of COVID-19 (as set out in Appendix A), a staff member shall:
 - a) immediately remove the student from the classroom to a designated isolation area:
 - i) in a respectful manner that protects the privacy of the student; and,
 - ii) in a manner that is as safe as possible for the staff members and other students and staff.
 - b) notify the principal or designate.
3. In all interactions with the student, staff members shall:
 - a) maintain physical distancing from the student as much as possible;
 - b) wear a mask and face shield, if a face shield is available;
 - c) avoid contact with the student's respiratory secretions;
 - d) provide the student with a face shield (if available) and request the student to wear it;
 - e) provide the student with a face mask, if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress;
 - f) wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student; and,
 - g) dispose of disposable PPE and arrange for non-disposable PPE (i.e., face shield) to be cleaned and disinfected.

4. The principal or designate shall, as soon as reasonably possible:
 - a) call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call 811 as soon as possible;
 - b) arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, the student's classroom and, in particular, the student's desk and surrounding desks and any other common touch items in the classroom and/or other school facility (i.e., washroom) to which the student would have had access that school-day by custodial staff; and,
 - c) advise the Superintendent.
5. If a case of COVID-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other steps that may be required by SHA Public Health.
6. Any and all communications regarding the student or further action that might need to be taken by the staff, students or school must be done only by or with the approval of the Director or designate in consultation with Public Health.

Reference: Section 85 (1)(d) *The Education Act, 1995*
Approved:

COVID-19 Symptoms – [Saskatchewan.ca/covid19](https://saskatchewan.ca/covid19)

Testing is available and recommended if someone has unexplained new or worsening symptoms (even mild symptoms) that may include one or more of the following:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite (difficulty feeding for children)
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing

MEETING DATE: August 31, 2020

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	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2.2, 8.6.1.3</u>	

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

BACKGROUND

RE: CORRESPONDENCE

- Letter from K. Karpluk, Planning Manager, City of Prince Albert Re: Tax Enforcement Land Sale, dated August 5, 2020

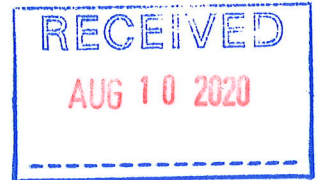
RECOMMENDATION

For Board information.



City of Prince Albert

Planning and Development Services
1084 Central Avenue
Prince Albert SK S6V 7P3
Phone: (306) 953-4370
Fax: (306) 953-4380



August 5, 2020

Government of Saskatchewan
Ministry of Justice
Room 355, Legislative Building
2405 Legislative Drive
Regina SK S4S 0B3

Attention: Deputy Attorney General

Dear Sir or Madam:

Re: Tax Enforcement Land Sale – 67 13th Street East, Prince Albert

In accordance with Section 31(3)(c)(i) of the *Tax Enforcement Act*, please be advised that The City of Prince Albert intends to offer for sale by tender the property located at 67 13th Street East, Prince Albert, legally described as Lot 22 Ext. 0, Block M, Plan 00PA20918.

As per Section 31(3)(c)(i), the following notice shall be provided:

“(c) by sending a notice by ordinary mail, at least three weeks in advance of the date of the auction or final date for receiving tenders to:

(i) the Government of Saskatchewan;”

The closing date for the tender has been extended to close on Thursday, August 27th, 2020. Please note, the previous letter dated August 4, 2020 in this regard stated the civic address as 67 13th Street West and the correct civic address is 67 13th Street East.

If you have any questions regarding the above noted tender, please contact the Department of Planning and Development Services at 306-953-4370 or pds@citypa.com.

Yours truly,


Kristina Karpluk
Planning Manager

Cc: Government of Saskatchewan
Ministry of Education
Room 361, Legislative Building
2405 Legislative Drive
Regina SK S4S 0B3

✓ Robert Bratvold, Director of Education
The Board of Education of the Saskatchewan Rivers Public School Division
545 11th Street East
Prince Albert SK S6V 1B1

MEETING DATE: August 31, 2020

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<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Accountability Report</u>	<input type="checkbox"/> Consent Item

FROM: Neil Finch, Superintendent of Schools **ATTACHMENTS** ☒

BACKGROUND

RE: HUMAN RESOURCES ACCOUNTABILITY REPORT

Superintendent Finch will review the attached SRPSD Human Resources Accountability Report. There will be an opportunity for trustees' feedback, questions, and direction at the conclusion of the presentation.

RECOMMENDATION

That the Board confirm that the intent of Policy 13, Item 3 and Policy 16 have been met and that the Human Resources Accountability Report be referred to the Director Evaluation process.



Accountability Report

Human Resources

Neil Finch, Superintendent of Schools

August 31, 2020

Accountability Report

SOURCE DOCUMENTS:

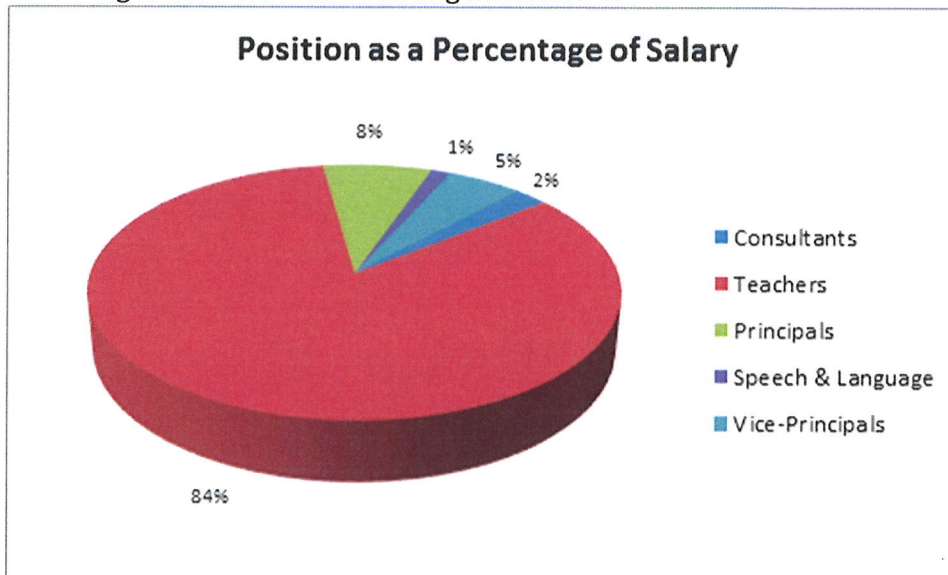
1. SRPSD Policy 16 states the following *"all staff is to be hired to assist the Board in carrying out its vision, mission, and goals"*.
2. SRPSD Policy 13, item 3, states the following for the Director's role:
 - 3.0 Personnel Management**
 - 3.1 Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
 - 3.2 Monitors and improves the performance of all staff.
3. The role for Human Resources is outlined in Administrative Procedure 400; with the procedures outlined for recruitment, selection and placement of all teaching staff. This includes the assigning of all teacher contracts.

EVIDENCE:

A. Teachers

During the 2019-2020 school year, the number of teachers in classrooms was 535.85 FTE; this includes 32 principals and 25 vice-principals. We had 16 female and 16 male principals and 12 female and 13 male vice-principals in 2019-2020. In addition, there were 29.5 FTE's who work out of the Education Centre; this includes Educational Psychologists, Speech and Language Pathologists, consultants, coaches, a Teacher Librarian at the TRC and a COR/Hub Educational Representative.

The total budget for the above teachers and administrators is approximately \$48.8M, the following is the 2019-2020 staffing breakdown:



Accountability Report

All contracts given to teachers are bound and determined by *The Education Act, 1995* and the *Provincial Collective Bargaining Agreement* which is monitored by the Saskatchewan Teachers' Federation (STF). Many different moves were made which includes new teacher hires, changes in temporary and replacement contracts, transfers and new positions being filled at the Education Centre.

We saw 10 teachers apply for the Early Resignation Incentive and 7 teachers retire that did not qualify for the incentive. Between March and June we had 8 other teachers and consultants (SLP) resign to move to other employment. This is a modest turnover of 4.7%. The Early Resignation Incentive plays a major role in allowing us to avoid redundancy and teacher hiring efficiently. We have a .5 teacher FTE increase for the 2020-2021 school year. This increase is a result of a combination of our Indigenous language program, SLP returning from leave, Global Sports academy and a consultant (mental health) increase. In order to balance the increases we had a reduction in EAL, HUB and Ed Psych teacher FTE.

The monitoring and evaluation of staff is done in accordance to Administrative Procedure 428 and 430. All teachers are required to submit a Professional Growth Plan to their principal (vice-principals are often part of the process) by October 15th of each school year. This outlines their professional goals and ensures they are aligned with the school and Division goals. The teacher will meet two more times during the year to monitor progress and look at school data. Continuing this year will be conversations related to AP 443: Teacher Transfers. This allows for an early discussion with all teachers regarding transfers. This will enhance the pre thinking that is required regarding where the next school experience might be for individual teachers.

Our Division runs a very successful First and Second Year Program. All 'new' teachers belong to the First Year Program. Both first and second year teachers meet formally throughout the year. They also have formal classroom visits from the superintendent in charge of the program. This year the two programs will be the responsibility of Superintendent Cory Trann.

Our Division offers educational bursary support to a maximum of \$85,000.00 as outlined in the *Teacher Local Bargaining Agreement - Article 7*. For the 2019-2020 school year:

- We had 21 applicants in April and 56 applicants in Oct.
- For the year, we paid out a total of \$93,476.54. This put us \$476.54 over budget for the year as we had \$85,000 plus a \$8,000 surplus carry over from the year previous. We will have \$84,523.46 for a budget in 2020/21.
- In comparison last year, we paid out \$60,279.22.
- It is hard to predict year to year how many applicants we will receive.

Our division also offers an educational leave amounting to a maximum of 2.0 FTE/year as outlined in the *Teacher Local bargaining Agreement - Article 5*. This year, we had no applicants.

The recruitment of teaching staff is a year-long focus but culminates in January and February with SRPSD attending two consistent career fairs University of Regina (U of R) and University of Saskatchewan (U of S) and sometimes other fairs when required. These career fairs allow us to

Accountability Report

make contacts with graduating education students and recruit the best for our division. SRPSD has a strong relationship with SUNTEP campus in Prince Albert and their interns within our schools.

Human resources try to maintain the sub list at about 200 teachers; this is made up of 120 teachers and about 80 superannuated teachers. We managed to keep the sub list well populated by having over 60 interviews for potential subs; approximately 20 of these teacher candidates came from career fairs. This fall we added approximately 30 names to the list.

For the 2019-2020 school year, we interviewed approximately 75 candidates for all school-based administration and teaching positions.

Transfer history:

Year (spring of)	APPROX # of transfers (Staff Survey)	APPROX # of Transfers (AP 443)	APPROX Total number of transfers	Number of admin transferred
2014/15	12	12	24	2
2015/16	17	7	24	4
2016/17	20	13	33	10
2017/18	20	25	45	17
2018/19	19	20	39	8
2019/20	34	18	52	3

Please note in 2020-2021 we will have 1 new administrator.

Principal and Vice Principal Pool- During the 2019/20 school year we had 8 people in the VP pool and 8 in the P pool that we had access too. As we enter the 2020-2021 school year, we have 16 in the VP pool and 14 in the P pool. We have 10 females and 6 males in the VP pool and 8 females and 8 males in the P pool. Out of the 30 people in the two pools, four have been recruited from out of the division.

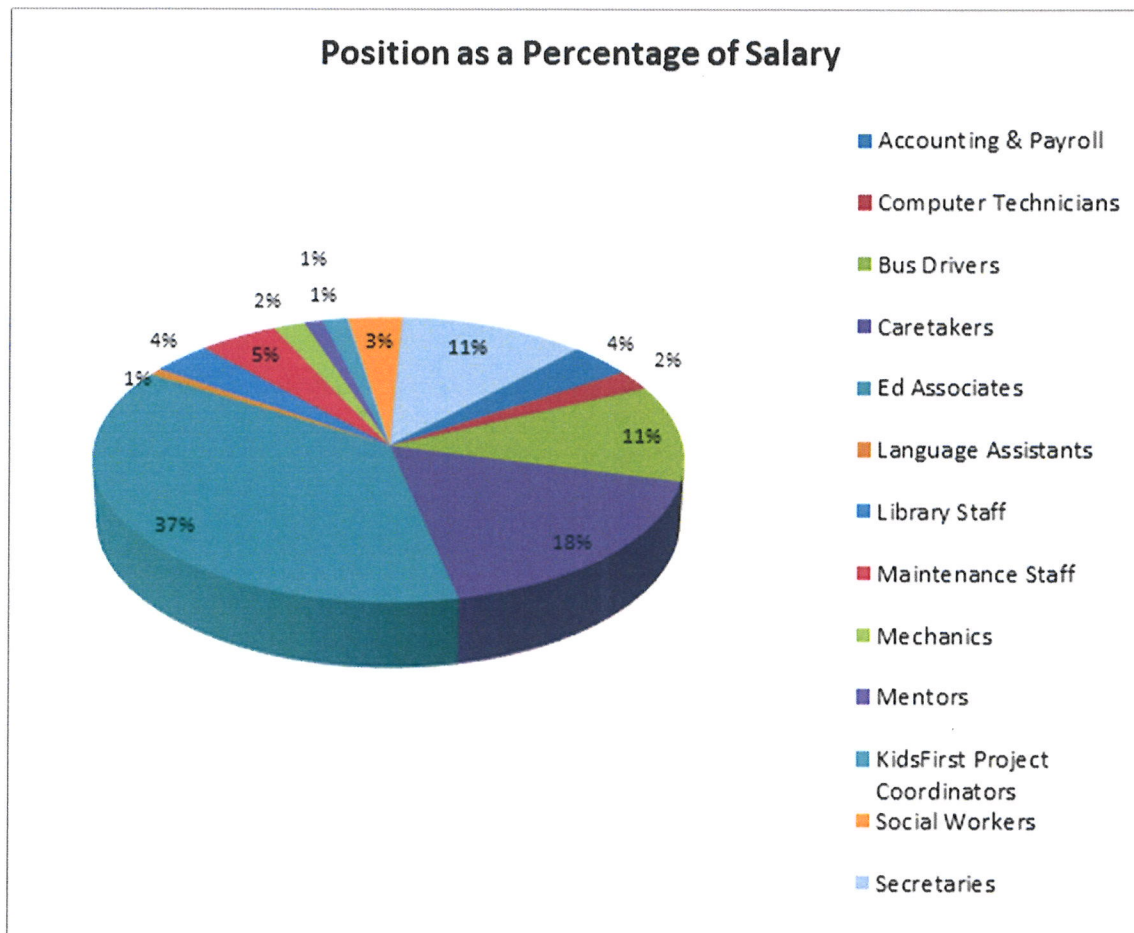
B. CUPE

During the 2019-2020 school year, the number of CUPE employees was at 400.27 FTE; this includes 256.42 educational associates (EAs) who make up the highest number of CUPE employees. SRPSD has 24 individuals (13 Mentors, 7 KidsFirst, 4 Literacy Camp) that are non CUPE members and are either under contract or considered employees through separate funding arrangements. The 24 individuals referred to does not include our 24 Out of Scope personnel (7 Managers, 2 Assistant Managers, 3 Administrative Assistant, 4 Superintendents, 3 Payroll Clerks, Director, CFO, 2 IT, Facilities) which include 5 LEADS members.

With the help of Jordan's Principle applications, we were able to spend an additional \$1.57M on staffing which included EAs, Mentors and Tutors. It comes with challenges but we had more staff as a result.

Accountability Report

The total salary for non-teacher employees \$18.9 M, the following is the 2019/20 staffing breakdown:



All contracts given to CUPE are bound and determined by *The Education Act, 1995* and the *CUPE 4195 Local Bargaining Agreement*.

The recruitment of CUPE staff is a year-long focus and we are working towards increasing our substitute list in many of our CUPE classifications. Continuous advertisements for substitute now run year round. A round of interviews takes place once every 4-8 weeks to continually increase the number of casual employees. A positive as a result of this process is that we are starting to see less misses in securing subs when staff are away (please see other information below).

SRPSD takes on practicum students from Saskatchewan Polytechnic. In 2019-2020, the Division had seven practicum students in many classifications work with our students.

Interaction with CUPE resulted in discussions multiple times throughout the year. Labour Management meetings are held every second month. CUPE did not bring forward any grievances for the third year in a row, which is a celebration. Since 2013 we have had 22

Accountability Report

grievances, we are proud of the relationships we are building with CUPE and hope we continue to solve items prior to it being grieved.

Staffing for CUPE for the 2019-2020 school year went well and was completed by late June, 2019. We are constantly staffing throughout the year as employees leave for different reasons at all times of the school year.

The Division continued to focus on Return to Work over the 2019-2020 school year. Over the past years we have had the following:

2015	12 Time Loss incidents	1508 lost days
2016	19 Time Loss incidents	1609 lost days
2017	12 Time Loss incidents	628 lost days
2018	15 Time Loss incidents	826 lost days
2019	19 Time Loss incidents	585 lost days
2020	4 Time Loss claims reported and WCB approved (as of June 30/20)	289 lost days

Note - The increase in time loss in 2015 and 2016 was due to the fact that some employees in the lost days column were on a WCB claim that started prior to 2015 or 2016 but their days lost are still recorded in the total.

Other information:

DESCRIPTION	TOTAL as of June 26/15)	TOTAL as of June 30/16)	TOTAL as of June 30/17	Total as of June 30/18	Total as of June 30/19	Total as of June 30/20
Total number of EAs on Sub List	109	116	129	134	146	156
Number of CUPE Assignment Changes including NEW HIRES (PERM & TEMP)/ LEAVES/RESIGNATIONS/RETIREMENTS/TERMINATIONS (July 1, 2019 to June 30, 2020)	374	682 (out of this total, 310 were layoff/recall letters)	643 (out of this total, 312 were layoff/recall letters)	371	456	503
Number of days we were unable to secure EA subs	249	291	125	102.50	130	109
Number of days we were unable to secure Teacher subs			83	66.50	61	81.5
New to EA Sub. List	35	43	52	51	65	102
New CUPE employees to the sub list (all non EAs)	112	150	123	140	147	134
Number of grievances from CUPE	10	3	2	0	0	0
Total number of practicum experiences	25	13	23	11	5	7

Accountability Report

C. All Human Resources

Human resources implemented a staff satisfaction survey in 2018-2019. Results were brought to the Board in the spring of 2019. As a reminder the four areas of commitment will be:

- Enhance equitable, consistent, and fair hiring and transfer processes;
- Strengthen professional development opportunities and other supports to better respond to diverse student learning needs;
- Promote, communicate, and investigate how employees can have meaningful input into decisions that affect their work; and
- Conduct another employee satisfaction survey by the end of the 2021-2022 school year.

Human Resource Strategies to enhance equitable, consistent and fair hiring and transfer processes.

In order to achieve our goal we starting tracking some items that we are doing that is new, different, or enhanced (this is not an all-inclusive list):

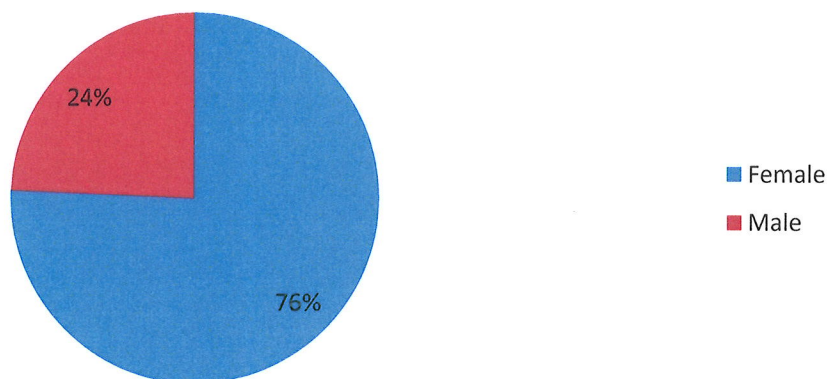
- Send an email once a year to our administrators outlining hiring practices so that there is more transparency (new). This enhances transparency so our leaders understand the process of hiring.
- Include the resume of the applicant that is successful to the supervisor gaining a new employee (new), carbon copy (cc) the vice principal and potentially the secretary depending on situation as an information piece. This enhances the understanding as to why the person we are hiring is a good fit for that situation/position.
- Update of AP 443: Teacher Transfer was completed October, 2019. The Board, Administrative Council, principal and PAATA voice was utilized to put together the final draft. The intent was to be clear on process, continue to find different opportunities for teachers in their career but soften the anxiety of having to move schools for teachers (enhanced).
- 40 + teacher transfers communicated in the spring of 2020. A result that was appreciated and gave us some affirmation was that we received positive feedback from a majority of teachers who were transferred. This is not typically received until the fall in which the transfer takes place (enhanced).
- A conversation took place with the PAATA School Division Liaison teacher on May 14, 2020 and our incoming liaison teacher May 22. This took place after transfers were completed. Positive feedback from both was welcomed after this year's process. They had not heard any negative feedback from teachers who have been transferred. The positive feedback had a common theme regarding Superintendent Finch having direct conversations with teachers regarding transfers. This is an improvement from the past where principals were having the transfer conversations. Recommendation was to continue this in the future. This will become a yearly practice (new).
- Teacher hiring practice to hire continuing contracts effective February 1 instead of the second temp for those that we were sure about and had room for created less anxiety in the spring staffing season (new).
- HR survey requesting feedback from principal/supervisors (37 out of 39 participated) for the most part was quite positive. This was done the year after the staff satisfaction survey was completed in May 2020 (new and enhanced).

Accountability Report

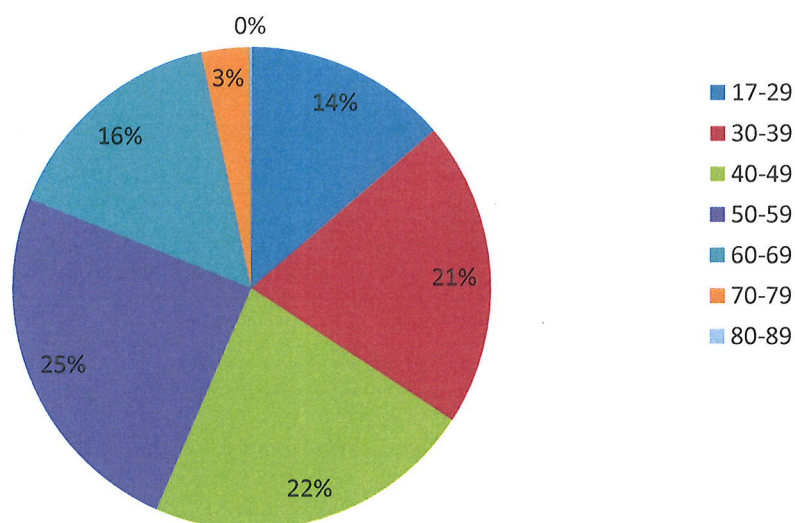
- Yearly we will select a couple of our HR processes and make it a practice to request feedback from principals and supervisors regarding that specific process. This will open the door for feedback in a strategic way. An example - teacher staffing, probation yearly, etc. Do not overdo it but potential pick 2 or 3 processes we ask about each year (enhanced).

In 2019-2020 we had 1657 employees as of June 26, 2020. This number includes teachers, CUPE, Non-CUPE Support, OOS, and subs, the following graphs show some of the demographics of those SRPSD employees:

Female/Male Staffing Ratio



Staff Numbers by Age Category



Number of FNMI Educators Saskatchewan Rivers SD 119 2015-16 to 2019-20

Accountability Report

FNMI Status	2015-16	2016-17	2017-18	2018-19	2019-20
Metis	147	156	159	158	157
First Nation	17	17	18	21	19
Total FNMI Educators	164	173	177	179	176
Total Number of Educators	596	603	592	592	582

COVID-19 Self Monitor and Self Isolate Scenarios

Self-Monitor: monitor yourself for symptoms of respiratory illness, such as fever, cough, sore throat and difficulty breathing. Avoid crowded places and increase your personal space from others when possible.

Self-Isolate: stay at home, monitor yourself for symptoms for 14 days, avoid all contact with others and follow local public health authority advice.

Close contact: provided direct care to someone or had direct contact with infectious body fluids of a person without consistent and appropriate use of recommended PPE, lived with or had prolonged contact with a probable or confirmed case.

Casual contact: being in the presence of or having limited direct contact for minimal period/s of time.

Substitute Teachers that have questions can connect with Neil Finch at nfinch@srsd119.ca.

Non-teachers substitutes that have questions can connect with Jamie Henry at jhenry@srsd119.ca.

This is a guide only; the specifics of each case may result in different decisions upon review by HR. Leave Guidelines and Admin Procedures with respect to accommodation, sick leave and other leaves remain in effect. This document may continue to be updated as we learn more.

<u>You should Self-Monitor if:</u>	Employee Information
<p>You have no symptoms, and</p> <ul style="list-style-type: none"> You are/were in casual contact with someone who may have been exposed to COVID-19 in the last 14 days You are/were in casual contact with someone who has symptoms of COVID-19 You are/were in casual contact with older adults/people who are medically vulnerable You have been asked to self-monitor by the local health authority You have travelled outside of Saskatchewan within last 14 days 	<p>Employee can remain at work, no leave request required</p> <p>Self-monitor for 14 days</p>
<ul style="list-style-type: none"> You have come into close contact for a short period of time with someone diagnosed with COVID-19 	<p>Self-monitor for 14 days.</p>
<ul style="list-style-type: none"> You live with someone or have been in close contact with someone for a prolonged period of time who has symptoms of COVID-19 and is waiting for laboratory test results 	<p>If negative test results for the other individual—remain at work and self-monitor</p> <p>If positive test results for the other individual—remain at work and self-monitor, testing for you is strongly recommended:</p> <ul style="list-style-type: none"> If you do not test, then HR may request doctor's note to access sick leave and/or return to work.

Accountability Report

	<ul style="list-style-type: none"> • If negative test for you and you have no symptoms– remain at work and self-monitor following guidelines outlined by Saskatchewan Health Authority. • If positive test results Self Isolate - request sick leave while medically unfit - provide note from doctor of fitness to return to work <u>or</u> return to work after you have no symptoms and follow timelines outlined by Saskatchewan Health Authority
<ul style="list-style-type: none"> • You are over the age of 70, or have a preexisting health condition resulting in a higher chance for you to be at risk 	Remain at work and self-monitor. A doctor's note is not necessary if following preventative measures outlined by SHA and Sask Rivers Re-entry plan. Contact HR if you need to discuss a work plan according to restrictions outlined by a doctor.
<u>You should Self-Isolate if:</u>	Employee Information
<p>You have unexplained new or worsening symptoms (even mild symptoms) that may include one or more of the following::</p> <ul style="list-style-type: none"> • Fever • Headache • Sore throat • Runny nose • Conjunctivitis • Fatigue • Diarrhea • Shortness of breath • Difficulty breathing • Cough • Muscle and/or joint aches • Chills • Nasal congestion • Dizziness • Nausea/vomiting • Loss of appetite • Loss of sense of taste or smell 	<p>Request sick leave</p> <p>No doctor's note required unless specifically requested. Testing is strongly recommended.</p> <ul style="list-style-type: none"> • If you do not test, then HR may request doctor's note to access sick leave and/or return to work • If negative test results – provide a note from a doctor of fitness to return to work <u>or</u> return to work after you have no symptoms and follow timelines outlined by Saskatchewan Health Authority. • If positive test results – continue on sick leave while medically unfit – provide note from doctor of fitness to return to work
<ul style="list-style-type: none"> • You are required to be tested, either due to symptoms or doctor's orders and/or are waiting for the results of the test 	<p>Request sick leave</p> <p>If negative test for you and you have no symptoms - return to work and self-monitor following timelines outlined by Saskatchewan Health Authority.</p> <p>If negative test for you and you have symptoms - provide a note from a doctor of fitness to return to work <u>or</u> return to work after you have no symptoms and follow timelines outlined by Saskatchewan Health Authority.</p> <p>If positive test for you – continue on sick leave while medically unfit - provide note from doctor of fitness to return to work <u>or</u> return to work after you have no symptoms and follow timelines outlined by Saskatchewan Health Authority</p>
<ul style="list-style-type: none"> • You have come in close contact for a prolonged period of time with someone diagnosed with COVID-19 	<p>Testing for you is strongly recommended:</p> <p>If you do not test, then HR may request doctor's note to access sick leave and/or return to work.</p> <ul style="list-style-type: none"> • If negative test for you and you have no symptoms– remain at work and self-monitor following guidelines outlined by Saskatchewan Health Authority. • If positive test results – request sick leave while medically unfit - provide note from doctor of fitness to return to work <u>or</u> return to work after you have no symptoms and follow timelines outlined by Saskatchewan Health Authority
<ul style="list-style-type: none"> • You have travelled outside of Canada within last 14 days. 	<p>Extended Leave Without Pay - Contact HR</p> <p>- 14 days – extended leave preapproval required</p>

Accountability Report

ADMINISTRATIVE IMPLICATIONS:

A. Successes

We are able to place interns in our schools from the multiple universities, including SUNTEP, U of S, U of R, Minot and FNUC, which provides us with a 'leg up' in recruiting teachers. These interns are with the division for a four month placement which allows the principals and cooperating teachers to have a sound knowledge regarding the strengths of these interns. For the 2020-2021 school year, we have 31 interns joining us. We also have first, second and third year student teaching opportunities for teacher candidates within SRPSD.

With our recruitment process, we were able to fill all French Immersion position early and not lose them to other Divisions.

Overall our staff were true professionals during an unprecedented COVID time this past spring. We were reminded that our staff truly care for our students regardless of what we are faced with.

We have signed a five-year LINC agreement and are currently in bargaining with CUPE #4195.

B. Challenges

We anticipate the provincial budget to continue to be tight. We will continue to try and avoid cuts that impact the classroom directly and find ways to increase resources where necessary to ensure achievement of Provincial and SRPSD goals.

WCB time lost continues to be a challenge; our return to work focus has decreased the amount of time employees are away from work. We will continue to focus on getting our employees back to work by accommodating them back as quickly as possible. We are working with employees and supervisors to investigate accidents that occur in order to prevent future injuries.

We also need to ensure that we have adequate sub teachers and CUPE employees available.

Ensuring we stay on top of the ever changing direction regarding COVID. We have had consistent communication giving us direction throughout. With every communication we ensure we adjust how we operate as a school division.

GOVERNANCE IMPLICATIONS

1. Based upon the report, it is recommended the Board maintain current direction for ensuring staff budget remains at level that best serves our students.

MEETING DATE: August 31, 2020

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input checked="" 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

FROM: R. Bratvold, Director of Education

ATTACHMENTS [v]

BACKGROUND

RE: SSBA INFORMATION – BYLAWS, RESOLUTIONS AND POSITION STATEMENTS

The 2020 Fall General Assembly will be held in Regina at the DoubleTree (subject to approval of the Executive based upon the advice of the Saskatchewan Chief Medical Officer) on November 25 – 27, 2020.

The SSBA memorandum (attached) is to remind boards of the bylaw amendments and resolutions process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General meeting.

RECOMMENDATION

For Board information and decision.

MEMORANDUM

August 17, 2020

TO: Chairs, Boards of Education, Conseil scolaire fransaskois,
Directors of Education and Chief Financial Officers
cc. Resolutions and Policy Development Committee, SSBA Executive
Tom Fortosky, Catholic Section
Norm Dray, Public Section

FROM: Resolutions and Policy Development Committee

RE: Submission of Bylaw Amendments and Resolutions for the 2020 AGM

The 2020 Fall General Assembly will be held in Regina at the DoubleTree by Hilton (subject to approval of the Executive based upon the advice of Saskatchewan's Chief Medical Officer) on November 25-27, 2020. Bylaw Amendments and Resolutions are a key part of the Association's Annual General Meeting, which is part of the Fall General Assembly. The AGM is tentatively set for November 26, 2020. The purpose of this memorandum is to remind boards of the bylaw amendments and resolutions process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General Meeting.

The Executive, a board of education, the Conseil scolaire fransaskois or a group established in accordance with Bylaw No. 8 are entitled to sponsor bylaw amendments and resolutions.

Bylaw Amendments:

1. Bylaw No. 13, Paragraph 4, states that bylaw amendments are to be submitted to the Resolutions and Policy Development Committee "at least 45 days prior to the day on which the annual general meeting commences".

This year the **deadline for submission of bylaw amendments** is 4:30 p.m., **October 9 2020.**

Every bylaw amendment is to **be submitted in writing** by email (see below) and **accompanied by a rationale explaining the background and reasons for** the amendment containing sufficient detail so that members may form a reasonable judgment about it. An amendment to one provision of a bylaw may necessitate consequential changes to other parts of the bylaws, and those consequential amendments must also be included. If you have questions regarding Bylaw Amendments, please contact Krista Lenius at (306)569-0750 ext. 120 or klenius@saskschoolboards.ca.

2. The Committee will examine and edit proposed bylaw amendments.
3. The package of proposed bylaw amendments will be forwarded to boards and posted on the Association's website no later than November 3, 2020.

Resolutions:

1. Bylaw No. 12, Paragraph 4, states that resolutions are to be submitted to the Resolutions and Policy Development Committee “at least 30 days prior” to the commencement of the general meeting at which they will be voted on. This year the **deadline for submission of resolutions** is 4:30 p.m., **October 26, 2020**. Resolutions received by the deadline will be presented by the Committee at the AGM.

(Paragraph 5 of Bylaw No. 12 provides for submission of resolutions that “directly relate to a matter that has arisen after the deadline for submission” at least 5 days prior to the commencement of the general meeting.)

2. Every resolution is to **be in writing and accompanied by a rationale explaining the background and reasons for the resolution.**

Pursuant to Resolution 5-E passed at the 2010 AGM, the Committee asks sponsors to provide, where applicable, a simple estimate of the anticipated cost and staff resources that would be required to act on the resolution.

5-E BE IT RESOLVED that from time to time when proposals for projects or services to be carried out by the Saskatchewan School Boards Association are put to member Boards for approval and those projects or services may have a cost and time component that will impact Association finances and staff time, it be required that all such proposals put to member Boards for consideration include the cost and time requirements to conduct the project or provide the service.

The Resolutions and Policy Development Committee have developed an SSBA Resolutions Costing Rubric to assist Boards of Education to more effectively identify costs associated with proposed resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the resolution they are proposing. A copy of the SSBA Resolutions Costing Rubric is attached to this letter.

Boards of Education will need to identify the position statement that the proposed resolution relates to and how the resolution relates to the SSBA Strategic Plan or ESSP.

3. The Committee will examine, edit, and, where considered necessary, combine similar resolutions.
4. The package of resolutions to be presented by the Committee at the AGM will be e-mailed to boards, posted on the Association website no later than November 3, 2020 and included in the Fall General Assembly registration package.
5. Resolutions provide directives for action to the Association by its members and direction for development of Association position statements. To increase the effectiveness of resolutions, the wording of a resolution should, whenever possible, describe what boards of education or the Association will do, rather than directing others, over whom the Association has no control, to act.

6. Resolutions received by the deadline will be presented at the AGM by the Committee. Any board that wishes to present a resolution after the deadline for submission will have to obtain the consent of the delegates at the annual general meeting after all reported resolutions have been disposed of. (Bylaw No. 12, paragraph 6).

Bylaw amendments and resolutions must be submitted by email to Krista Lenius, Administrative Paralegal: klenius@saskschoolboards.ca. You will receive an email confirmation that your submission has been received.

SSBA Resolutions Costing Rubric

Purpose: To assist Boards of Education to more effectively identify costs associated with proposed resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the resolution they are proposing.

	Low Cost <\$1,000	Medium Cost \$1,000-\$10,000	High Cost >\$10,000
Advocacy	<ul style="list-style-type: none"> Minimal advocacy, potentially a letter to a government official or Ministry. 1-2 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). 	<ul style="list-style-type: none"> Moderate advocacy which may include letters to government officials or Ministries, and follow up. 2-4 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). 	<ul style="list-style-type: none"> Ongoing advocacy throughout the year. > 5 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). A working advisory group may be formed as a result of the resolution.
Services	<ul style="list-style-type: none"> The proposed resolution action will require minimal utilization of existing SSBA services/resources. 	<ul style="list-style-type: none"> The proposed resolution action will significantly draw upon SSBA services/resources. 	<ul style="list-style-type: none"> The proposed resolution action includes elements that require existing SSBA services/resources, and/or requires services and/or resources beyond those provided by the SSBA.
Unanticipated Costs	<ul style="list-style-type: none"> There is minimal likelihood of the resolution action resulting in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the resolution are generally known. 	<ul style="list-style-type: none"> There is a moderate likelihood that the resolution action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the resolution are relatively anticipated or assumed. 	<ul style="list-style-type: none"> There is a high likelihood that the resolution action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the resolution are primarily unknown.

MEETING DATE: August 31, 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 type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Trustee Item</u>	<input checked="" type="checkbox"/> Consent Item
Primary Policy Reference: _____		

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

BACKGROUND

RE: 2020-2021 BOARD MEETING PROTOCOL

The current government restrictions indicate that *"restrictions limiting the size of indoor and outdoor public and private gatherings remain in place. Effective July 28, 2020, indoor and outdoor gatherings may have a maximum of 30 people provided a two metre separation can be maintained at times between individuals who are not in the same household."* There are other related guidelines within the Re-Open Saskatchewan Plan but in discussions with the local Medical Officer of Health, there has been no further direction.

This suggests that the Board can continue to meet in the Seminar Room as long as participants maintain 2m distance. However, the restrictions are silent about specific use of PPE, etc. and the Board has authority to determine the conditions that it will meet. In light of the need for safety, modeling good governance and other factors, there has been trustee interest in a decision from the Board to determine Board meeting conditions for the upcoming school year:

- Specific to electronic meetings / PPE / physical distancing
- What we expect of staff and what is expected of the Board/Administrative Council

RECOMMENDATION

For Board decision.

MEETING DATE: August 31, 2020

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input checked="" 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 type="checkbox"/> Consent Item
Primary Policy Reference:	<u>2</u>	

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

BACKGROUND

RE: RECOGNITION OF 2020 SRPSD RETIREES

Due to cancellation of our June Recognition Event and wanting to recognize and celebrate our 2020 retirees, a memorandum was forwarded to all retirees inviting them to submit a photo/write up that would be posted on our splash page in the fall. A deadline of July 15, 2020 was provided for the information. The Division had 29 retirees and only four people responded to the offer.

RECOMMENDATION

For Board information and direction.