

**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, October 5, 2020

Time: 4:00 p.m.

AGENDA (#20R-9)

- 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 August 31, 2020
 - (b) Administrative Procedures Changes
 - (c) Financial Statements – for the Period Ended August 31, 2020
- 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 October 5, 2020
 - (b) External Board Committees
 - (c) Provincial Update (if any)
 - (d) Saskatchewan Rivers Students for Change (SRSC) Constitution Change – **SRSC/
C. Trann**
 - (e) SCC Proposed Updated Funding Model – **B. Gerow/C. Trann**
 - (f) Board/Director Evaluation Verbal Update – **B. Hollick, Board Chair**
 - (g) SSBA Resolutions – Review and Proposed – **J. Smith-Windsor, Vice-Chair**
 - (h) 2020 SSBA Annual General Meeting Voting Delegates – **J. Smith-Windsor, Vice-Chair**
 - (i) School Board Election Committee Report – **J. Smith-Windsor, Chair**
 - (j) 2019-2020 Board Development Plan – **M. Vickers, Chair**
 - (k) Policy Review Committee Verbal Report – **G. Gustafson, Chair**
 - (l) Board Facilities Committee Verbal Report – **G. Gustafson, Chair**

8. **Accountability reports**
9. **Reports from administrative staff**
(if any)
10. **Three key messages for SCC/Public from meeting**
11. **Board members' forum**
12. **Adjournment**

CALENDAR OF EVENTS	
Monday, October 19, 2020 <i>Time: 1:00 p.m.</i>	Strategic Planning Session, Education Centre, 545 – 11 th Street East, Prince Albert, SK
Monday, October 26, 2020 <i>Time: 3:00 p.m. to 5:00 p.m.</i>	Planning Meeting, Education Centre, 545 – 11 th Street East, Prince Albert, SK
Monday, November 2, 2020 <i>Time: 9:30 a.m. to 2:30 p.m.</i>	Board/Director Evaluation Session, Seminar Room, 545 – 11 th Street East, Prince Albert, SK
Monday, November 16, 2020 <i>Time: 4:00 p.m.</i>	Organizational/Regular Meeting, Education Centre, 545 – 11 th Street East, Prince Albert, SK

NO. #2020R-8 (MONDAY, AUGUST 31, 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. J. Pidborochynski, Chief Financial Officer

Mr. N. Finch, 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-72

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-73

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

Carried.

CONSENT ITEMS:

#20R-74

Moved by M. Vickers that the following consent items be approved:

(a) Adoption of the Minutes for the Regular meeting of June 22, 2020 and Special Meeting of August 13, 2020;

(b) Administrative Procedure Changes;

(c) Correspondence.

Carried.

NEW BUSINESS:

(a) Motions from the Closed Session of August 31, 2020:

No motions brought forth from the Closed Session.

(b) Provincial Update

It was noted that the next Board Chairs Council meeting will be Zoom platform rather than a teleconference.

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

M. Vickers reported that a committee meeting was held this afternoon. Some topics discussed included tabling the compensation for student trustees, investigating providing the 4 Seasons of Reconciliation to the students as a group, and the first meeting of the SRSC will be a virtual meeting. Some options for leadership training for the SRSC was discussed. A trustee commented that a couple of agenda items could include feedback regarding the Re-entry Plan and School Division sports team names.

(d) Board Chairs Council Verbal Update

B. Hollick provided a verbal report on the recent Board Chairs Council meeting. A concern voiced was extra-curricular activities in schools. Administration noted that extra-curricular activities are currently suspended. The BBC suggested that school divisions should be in contact with the local medical health official regularly. B. Hollick noted that R. Bratvold regularly meets with our local medical officer.

ACCOUNTABILITY REPORTS:

(a) Human Resources Accountability Report

N. Finch reviewed the Accountability Report on Communication for information.

#20R-76

Moved by D. Rowden 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.

Carried.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) Return to School Plan

R. Bratvold reviewed the SRPSD Return to School Plan in detail for information.

#20R-77

Moved by J. Smith-Windsor that the Board approve the SRPSD Return to School Plan as presented and authorize administration to make revisions as required.

Carried.

#20R-78

Moved by M. Vickers that the Board approve the expenditure of additional funds to provide up to 8 additional teachers beyond the budgeted staffing allocation to support the development and implementation of the division's remote learning program.
Carried.

(b) SSBA Information – Bylaws, Resolutions and Position Statements

Information was received that the 2020 Fall General Assembly from November 25 to 27 will be held virtually. It was noted that only two trustees per board will be allowed to vote on the bylaws and resolutions. Consensus of the Board was to meet at the Education Centre as a group and discuss the bylaws/resolutions prior to the voting.

Information on bylaw amendments and resolutions process and the deadlines for submission were shared. Consensus was to add this to next Board meeting.

(c) 2020-2021 Board Meeting Protocol

The current government restrictions limit the size of indoor and outdoor public and private gathering to a maximum of 30 people provided two metre distancing can be maintained.

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. Currently there are no mechanism to allow for trustees to be involved in the meeting virtually if they are unable to attend in person. Administration will look into providing a means to allow for this for upcoming meetings.

(d) Recognition of SRPSD 2020 Retirees

Due to cancellation of the June Recognition Event and the Board wanting to recognize and celebrate our 2020 retirees, invitation was extended to retirees to provide a photo/write up to be posted on our splash page in the fall. Not all retirees responded to the invitation, consensus was to highlight those who submitted a write-up.

THREE KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING

- Recognition of the dedication of the SRPSD staff to provide excellent educational opportunities for students.
- SRPSD Return to School Plan.
- Suspension of extra-curricular activities and community use of facilities and the anticipated return as soon as it is safe.

BOARD MEMBERS' FORUM:

Trustees were given an opportunity to share information on items of mutual interest.

ADJOURNMENT:

#20R-79

***Moved by G. Gustafson that the meeting adjourn.
Carried.***

SIGNATURES:

Board Chair

Administrative Services Officer

Date of Approval

PROCEDURES FOR ELECTION OF BOARD MEMBERS

Background

The Board shall make available to its electors appropriate information with respect to school board elections.

1. Informing Electors

The Director of Education shall implement these procedures to inform electors.

The Board of Education shall provide through school newsletters, information regarding eligibility of electors in Saskatchewan Rivers Public School Division elections. The Returning Officer for civic elections provides similar information in the local press.

At least one month prior to nomination day, the Board of Education shall publish in at least one local daily newspaper an announcement of the election, giving nomination and election dates and qualifications needed by the candidates and the electors. The announcement will inform the candidates that an information package is available to them at the offices of the Saskatchewan Rivers Public School Board of Education.

2. Trustee Election Package

The trustee election package shall include, but not be limited to, the following:

- The most recent Annual Report of the Saskatchewan Rivers Public School Division Board of Education.
- Excerpts from the Local Government Election Act.
- The current edition of the School Locations map.
- A copy of the Nomination form.
- A copy of the Notice of Call for Nominations.
- Information regarding the nomination and election of school board members
- Schedule of Trustee Meetings
- Trustee Expense and Remuneration Schedule

3. Orientation Workshop

The Board of Education shall hold a new board member's orientation workshop following a general election.

4. Advertising on School Board Property

The Saskatchewan Rivers School Division wants to ensure that the election process does not negatively impact on the operation of our schools. The following restrictions have been approved by the Board of Education:

- 4.1 Candidates or their agents in a Federal, Provincial, Municipal, or School Board election are not allowed to advertise either directly or indirectly on school property.
- 4.2 Candidates or their agents in a School Board election are allowed to post a self-provided advertisement on a designated bulletin board in the school. This advertising is limited to a small poster or brochure no larger than 11" X 17".
- 4.3 Candidates or their agents in Federal, Provincial, Municipal, or School Board elections are not to campaign or make speeches at schools during the day. An exception may be made, with the approval of the Director.

5. Advertising in a School Board Election

Every person who distributes an advertisement in a manner that is not in accordance *The Local Government Election Act, 2015* is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000.00, to imprisonment for a term of not more than two years or to both.

MEETING DATE: **October 5, 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>2.8</u>	

FROM:	J. Pidborochynski, Chief Financial Officer	ATTACHMENTS	<input checked="" type="checkbox"/>
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BACKGROUND

RE: FINANCIAL STATEMENTS – for the Period Ended August 31, 2020 - preliminary

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 will be reviewed in detail with specific reference to the budget percentage remaining for the period.

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

1. Grants – increase due to Jordan's Principle funding
2. Tuition Fees – Higher on-reserve enrolment than budgeted.
3. Complementary Services – Early Learning Intensive Supports grant of \$300K not included in budget.
4. External Services – Grants higher than budgeted.
5. Other – Reimbursements not included in budget.

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

1. Governance – Decrease in travel/conventions.
2. Plant – Capital projects in August billed in September (payables).
3. Transportation – Decrease in expenses due to COVID.

Capital Purchases

1. Arthur Pechey Daycare - \$485K, computer equip - \$519K, other equipment - \$230K and buses - \$1M, vehicles - \$150K.

RECOMMENDATION

That the Board accept the financial statements as presented.

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

	Current Year Actual	Prior Year Actual	Variance
Financial Assets			
Cash and Cash Equivalents	22,039,206	22,641,128	(601,922)
Other Receivables	196,734	1,312,078	(1,115,344)
Portfolio Investment	5,000,000	-	5,000,000
Total Financial Assets	27,235,940	23,953,206	3,282,734
Liabilities			
Accounts Payable and Accrued Liabilities	328,514	1,708,665	(1,380,151)
Liability for Employee Future Benefits	3,268,500	3,268,500	-
Deferred Revenue	902,065	951,551	(49,486)
Total Liabilities	4,499,079	5,928,716	(1,429,637)
Net Financial Assets	22,736,861	18,024,490	4,712,371
Non-Financial Assets			
Tangible Capital Assets	64,685,602	68,222,399	(3,536,797)
Inventory of Supplies for Consumption	130,280	130,280	-
Prepaid Expenses	553,577	556,627	(3,050)
Total Non-Financial Assets	65,369,459	68,909,306	(3,539,847)
Net Assets	88,106,320	86,933,796	(49,486)
Accumulated Surplus			
Accumulated Surplus - Beginning of the Year	86,933,796	92,803,558	(5,869,762)
(Loss) earnings from Operations	1,172,524	(5,869,762)	7,042,286
Accumulated Surplus	88,106,320	86,933,796	1,172,524

Saskatchewan Rivers School Division No. 119
Statement of Operations and Accumulated Surplus
For the Period from September 1, 2019 to August 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	91,206,190	90,074,052	(1,132,138)	-1.26%	89,251,381	1,954,809
Tuition and Related Fees	3,145,774	2,469,621	(676,153)	-27.38%	2,498,297	647,477
School Generated Funds	1,850,079	2,280,000	429,921	18.86%	2,221,030	(370,951)
Complementary Services	1,858,335	1,558,335	(300,000)	-19.25%	1,742,988	115,347
External Services	6,319,455	5,235,964	(1,083,491)	-20.69%	5,816,423	503,032
Other	1,284,675	1,005,358	(279,317)	-27.78%	1,148,894	135,781
Total Revenue	105,669,726	102,623,330	(3,046,396)		102,733,267	2,936,459
EXPENSES						
Governance	422,639	470,410	47,771	10.16%	352,996	69,643
Administration	3,249,732	3,303,338	53,606	1.62%	3,230,629	19,103
Instruction	71,257,414	71,742,896	485,482	0.68%	72,326,160	(1,068,746)
Plant	14,170,094	16,083,526	1,913,432	11.90%	14,963,554	(793,460)
Transportation	6,672,917	7,457,819	784,902	10.52%	7,194,494	(521,577)
Tuition and Related Fees	64,300	69,072	4,772	6.91%	56,413	7,887
School Generated Funds	1,609,798	2,305,000	695,202	30.16%	2,292,637	(682,839)
Complementary Services	1,750,555	1,688,169	(62,386)	-3.70%	1,658,690	91,865
External Services	5,271,053	4,939,200	(331,853)	-6.72%	6,291,532	(1,020,479)
Other Expenses	28,700	500	(28,200)	-5640.00%	235,924	(207,224)
Total Expenses	104,497,202	108,059,930	3,562,728		108,603,029	(4,105,827)
(Deficit) surplus for the Period	1,172,524	(5,436,600)	6,609,124		(5,869,762)	7,042,286
Accumulated Surplus, Beginning of Year	86,933,796	86,933,796			92,803,558	(5,869,762)
Accumulated Surplus, End of Period	88,106,320	81,497,196			86,933,796	1,172,524
Tangible Capital Assets - Beginning of Year	68,222,399	68,222,399	-	0.00%	72,256,316	
Tangible Capital Asset Purchases	2,410,703	1,135,900	(1,274,803)	-112.23%	(74,938)	
Amortization	(5,947,500)	(5,947,500)	-	0.00%	(3,958,979)	
Tangible Capital Assets - End of Period	64,685,602	63,410,799	(1,274,803)		68,222,399	

MEETING DATE: October 5, 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 type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>SRSC</u>	<input type="checkbox"/> Consent Item

FROM: C. Trann, Superintendent of Schools & SRSC **ATTACHMENTS** ☒

BACKGROUND

RE: SASKATCHEWAN RIVERS STUDENTS FOR CHANGE (SRSC) – CONSTITUTION AMENDMENT

On September 23, 2020 the newly formed SRSC reviewed the SRSC constitution to include the clause in Article 10.7:

- 7. *In the event that there is no candidate with one year's experience with the SRSC, a student new to the group can be selected for a trustee position.***

This amendment will allow new students to run for a trustee position. The SRSC's belief is that the capability of the SRSC trustee should not be constricted or rely on one year's experience of membership to be able to execute the duties of a trustee.

Note: The SRSC full group membership voted 100% in favour of this amendment.

RECOMMENDATION

That the Board approve the SRSC Constitution as amended.

Saskatchewan Rivers Students for Change Constitution (updated 09/23/2020)

ARTICLE 1: NAME AND MANDATE

1. The name of the organization shall be, “*Saskatchewan Rivers Students for Change*” (SRSC).
2. The SRSC shall operate under the guidance of the Saskatchewan Rivers Public School Board of Education (SRPSD).
3. The mandate of the SRSC shall be:
 - a) To provide a student perspective to the SRPSD Board of Education.
 - b) To bring forth topics concerning students in grades 9 to 12 in the SRPSD.
 - c) To connect students throughout the SRPSD, creating relationships between the schools.
 - d) To initiate projects throughout the division, in the schools, and the community.
 - e) To provide positive opportunities for students in the SRPSD.

ARTICLE 2: FUNCTIONS

1. To act in accordance with the SRSC mandate.
2. To act as a liaison between SRPSD trustees and students.
3. To coordinate and assist in the building of relationships between schools within the division.
4. To sponsor and coordinate various division activities in accordance with the SRSC mandate.
5. To participate actively and regularly in SRSC general meetings.
6. To provide leadership experience for members of SRSC.
7. To associate with other organizations in accordance with the mandate.
8. To appropriately represent the SRSC at division functions.
9. To advocate for SRPSD students’ achievements and successes.
10. To promote student input in the decision making process which affects their education.
11. To advocate for the SRPSD goals as well those of the SRSC.

ARTICLE 3: ADMISSIONS AND MEMBERSHIP

1. All high schools under the jurisdiction of the SRPSD are members of the SRSC. Members are expected to send representatives to SRSC general meetings in accordance with Article IV.
2. All members must be appointed by their school administration or elected by his/her school students.
3. Any persons not an SRSC student may apply for observer status granted by the President.
4. An observer shall be defined as a person who may participate in discussions, but who may not move or vote on a motion.

5. Any observer who wishes to make a presentation may do so in consultation with the President and/or the Executive Representatives.
6. The President or Chair of a meeting has the ability to revoke observer status effective immediately in order to maintain decorum.

ARTICLE 4: COMPOSITION AND SCHEDULE

1. Three members are to be selected from each of the 12 high schools within the SRPSD; elected by their peers or school administration to best represent the school.
2. If a member of the SRSC is to switch schools within the division, that member will remain a part of the group, however, that member's previous school would elect a new representative.
3. The SRSC is to meet as a whole a minimum of two times throughout the year at a predetermined location.

ARTICLE 5: DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE

1. The Executive representatives shall be responsible for all administrative work for the SRSC, and for all details and decisions not possible or practical to be clarified or made at the general meetings in accordance with SRSC mandate and policy.
2. All official communications between the SRSC and the SRPSD must be approved by the majority of the available Executive representatives. Only under emergency situations should less than the President, Vice President and one additional Executive representative be consulted.
3. The Executive representatives should be responsible to liaise with the SRPSD.
4. The Executive representatives shall be directly responsible to the General Body.
5. All Executive representatives shall be responsible for attending Executive and General Meetings. Extenuating circumstances may be taken into account.
6. Each Executive representative is responsible for researching and analyzing any policies relevant to their position.
7. All SRSC Executive representatives must act in accordance with SRPSD policy regarding student government and student conduct.
8. All SRSC Executive representatives must act in accordance with the views of the majority of the SRSC.
9. In the absence of a student trustee at a board of education meeting, a member of the SRSC Executive may attend as a temporary replacement. Order of temporary replacement(s) is as follows: President, Vice-President, Secretary, Media Relations Officer.

ARTICLE 6: DUTIES AND RESPONSIBILITIES OF EXECUTIVE REPRESENTATIVES

1. **Student Trustees:** Two Student Trustees would be elected by the SRSC; one who is elected from a rural school within the division and one who is elected from an urban school within the division. These students would be approved by the Superintendent assigned to the SRSC. These students must have been a member of SRSC for at least one year before being elected into the position of Student Trustee. They must try to attend all required Board meetings and report back what they learned to the rest of the members

of SRSC along with overseeing all functions organized by SRSC. The Student Trustees must also be willing to give much of their time and dedication to SRSC. Student Trustees will attend open sessions of regular Board meetings only. Student Trustees are not allowed to make a motion but they may suggest a motion. Student Trustees are not allowed to vote but may participate in the discussion and debate.

2. **President:** The President would be elected by the SRSC. They would organize and run most SRSC meetings under the instruction of the Student Trustees.
3. **Vice President:** The Vice President would be elected by the SRSC. They must be willing to fill in and/or help the President whenever needed and must be kept up to date with all information passed between the Student Trustees and the President for these purposes.
4. **Secretary:** The secretary would be elected by the SRSC. This person must be organized and devoted to attending all SRSC meetings. They would be expected to record all important announcements, ideas and keep a record of all executive positions for SRSC. They must not be in grade 12.
5. **Media Relations Officer:** The Media Relations Officer (MRO) would be elected by the SRSC, however that officer would then form a committee for extra assistance with larger projects and tasks. The MRO would be in charge of creating/approving articles for public viewing, creating posters and pamphlets representing SRSC and updating the SRSC Facebook page. They would handle any matters that would deal with information that would be viewed by the public. All of their work would be approved by the Student Trustees or, if they are unavailable, approved by the President before being broadcasted/published for public viewing.
6. **Management of Funds:** The Executive shall ensure that all funds associated with the SRSC will be managed according to Board policy and Division Administrative Procedures.

ARTICLE 7: REQUIREMENTS OF EXECUTIVE REPRESENTATIVES

1. The Trustees will:
 - a) Have served as a member of the SRSC for a minimum of one year.
 - b) Have a strong interest in promoting student issues.
 - c) Have strong communication skills.
2. The President will:
 - a) Have demonstrated leadership within the SRSC.
3. The Vice President will:
 - a) Have demonstrated leadership within the SRSC
4. The Secretary will:
 - a) Have good note taking and organizational skills.
 - b) Be computer literate.
5. The Media Relations Officer will:
 - a) Have good communication skills.
 - b) Be computer literate.

ARTICLE 8: DUTIES AND RESPONSIBILITIES OF THE GENERAL BODY REPRESENTATIVES

1. To be involved in discussions about school related affairs/issues.
2. Participate in events put on by the SRSC.
3. Bring forward comments or concerns from their school.

4. Work together with fellow SRSC members as well as Board of Education.
5. The President will choose the method of voting to make decisions.

ARTICLE 9: DUTIES AND RESPONSIBILITIES OF THE SUPERINTENDENT RESPONSIBLE FOR THE SRSC

1. The Superintendent (or designate) will be fiscally responsible for SRSC.
2. The Superintendent (or designate) shall assist and advise the Executive Representatives.
3. The Superintendent (or designate) shall actively promote the role of SRSC to the high school Principals and Vice Principals, SRSPD Senior Management and Trustees.
4. The Superintendent (or designate) will report to the Board.

ARTICLE 10: VOTING PROCEDURES FOR POSITIONS

1. When electing the general body members, each student in grades 9 to 12 can receive one ballot or cast one vote.
2. All voting must be by secret ballot.
3. All voting for the general body members must be done by September.
4. If there are any existing, eligible members on the SRSC, one member will be grandfathered in each year.
5. Members that want a place in the executive positions must be voted in by the SRSC members.
6. Election of SRSC positions will follow the order of:
 - a. Trustees (1 Urban and 1 Rural)
 - b. President
 - c. Vice President
 - d. Secretary
 - e. Media Relations Officer
7. In the event that there is no candidate with one year's experience with the SRSC a student new to the group can be selected for a trustee position.

ARTICLE 11: CONSTITUTIONAL AMENDMENTS

1. Amendments to the Constitution are to be presented to the President, Vice President, and Secretary before being introduced to the entire group, allowing for ideas and concerns to be expressed in full.
2. After being discussed, detailed written amendments are to be submitted to the group prior to the meeting.
3. The Constitution may be amended by a vote of 60% of the members present at the meeting.
4. The Constitution may only be amended after all criteria of amendments are met.
5. Amendments to the Constitution will not take effect until approved by the Board of Education.

ARTICLE 12: REVOCATION OF MEMBERSHIP

1. The Superintendent in charge of the SRSC reserves the right to revoke any position of any SRSC member.

ARTICLE 13: VACANCIES OF OFFICE

1. If an Executive representative position becomes vacant between annual elections it will be filled by a member of SRSC. The member will be chosen through an election at the following General Body meeting.
2. Candidates in the election will follow the constructed election rules outlined in the Constitution.
3. The winning candidate will take over their duties and responsibilities immediately.
4. If an Executive representative position becomes vacant after March 1st the remaining Executive representatives may choose to deem an election unnecessary.
5. In the event of a General Body Representative resigning it is the responsibility of his/her school to refill the position.

ARTICLE 14: LIMITATION OF AUTHORITY

1. No member of the SRSC, SRSC Executive or elected Student Trustee shall discuss or be given access to personal confidential information about or complaints about any student, family member, or guarantor of any student, teacher, administrator, trustee or employee of the Board of Education.

Saskatchewan Rivers Board of Education

*Approved: February 1, 2016;
Revised: February 22, 2016
Revised: September 20, 2016
Revised: November 23, 2017
Revised: November 19, 2018
Revised: September 25, 2019
Revised September 23, 2020*

MEETING DATE: **October 5, 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 type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>PEG Representative</u>	<input type="checkbox"/> Consent Item

FROM:	B. Gerow, PEG Board Representative	ATTACHMENTS	<input checked="" type="checkbox"/>
	C. Trann, Superintendent of Schools		

BACKGROUND

RE: SCC PROPOSED UPDATED FUNDING MODEL

As per information presented at the June 21 Board meeting, the proposal is to discontinue the Program Enhancement Grant (PEG) and replace it with an updated SSC funding and expenditure model. Please see the attached draft SCC divisional funding guidelines 2020-2021. At the meeting, there will be an opportunity to discuss the proposal.

RECOMMENDATION

That the Board discontinue the Program Enhancement Grant and replace it with the updated SCC funding guidelines as outlined.

SRPSD School Community Council Allowance 2020-21

The Ministry of Education allocates funding for costs associated with school community councils to fulfill their responsibilities and duties. The Saskatchewan Rivers Public School Division Board of Education entrusts these funds to support the efforts that our School Community Councils perform each year for the benefit of the schools and communities that they represent.

Saskatchewan Rivers Public School Division School Community Council expenditures are to support strategies and actions that align with school goals, divisional goals, and with the Board of Education's strategic plan, as well as our mission of *Excellence for Every Learner*.

The following broad guidelines are to be used to direct School Community Councils expenses. SCC funding is to support projects, school activities, and community events that:

1. **Align with the Saskatchewan Rivers Public School Division commitment to student achievement**
2. **Enhance student achievement by improving the learning experiences and opportunities in a meaningful manner.**
3. **Positively encourage student engagement, identity and involvement in their education.**
4. **Support equity and inclusion in a manner that is beneficial for and supportive of all SRPSD students.**
5. **Align with the SRPSD Strategic Plan and have direct connections with local improvement targets, broad strategies and specific actions**
6. **Support long-term projects that align with the above ideals. (SCC school based funds can be accrued from year to year to plan for large projects. Large projects may also be subsidized through fundraising endeavors that align with SRPSD's fundraising guidelines.)**

SCC's are required to provide an executive summary in June; this summary will provide an overview of SCC expenditures and long term plans for SCC fund allocations. An executive summary template is included on page 2 of this document

TIMELINES:

- Fall 2020: SCC governance funds are allocated to SCC School Based Fund account. **2020-21 School year SCC fund allocation = \$1800 per SCC**
- June 11, 2021: Year-end executive summary of SCC expenditures and future plans emailed to Cory Trann ctrann@srsd119.ca

SRPSD School Community Council Executive Summary 2020-21

School:

Date:

SCC members:

SCC Year Summary: (include short description of school and community activities the SCC supported)

Alignment of Actions to Division and/or School Goals (Identify goal or strategies that were supported by SCC activities this school year)

SCC future plans/expenses:

Principal Signature:

SCC Signature:

The Saskatchewan Rivers Public School Board has brought forward numerous resolutions to the SSBA AGM to support its strategic plan and the Board Advocacy Plan, in particular where matters are of a provincial nature. The following list is a summary of resolutions sponsored by the SRPSD Board of Education since 2013¹:

2013 Resolution (AGM):

13-14 BE IT RESOLVED that the Saskatchewan School Boards Association work jointly with the Ministry of Education and the provincial government to initiate changes to legislation that will allow for student representation on the school boards of the province AND that the authority of these student trustees be established and granted by legislation.

Failed.

2014 Resolution (AGM):

14-06 BE IT RESOLVED that the Saskatchewan School Boards Association request, on behalf of Boards of Education in the province, a Ministerial review of Section 95.8 of The Education Regulations, 1986 as they relate to school review, enrolment thresholds and the proximity of other schools in school divisions, and that the SSBA work jointly with the Ministry of Education to renew Section 95.8 of The Education Regulations, 1986.

Passed.

2015 Resolution (AGM):

15-12 BE IT RESOLVED, that the Saskatchewan School Boards Association's Employee Benefits Plan be revised so that;

- i) all members of a Board of education may join the SSBA Employee Benefits Plan as a group; and
- ii) Any individual Board Trustee whose member Board chooses not to participate as a group may be included in their respective division's existing employees' group plan.

Passed.

2016 Resolution (Spring Assembly)

16-02 BE IT RESOLVED THAT the SSBA strongly lobby the provincial and federal governments to provide additional one-time funding to those school divisions receiving Syrian refugees and who experienced increased costs to support those students.

Co-sponsored with Regina Public School Division.

Passed.

¹ For further information on the resolutions, rationale, results and Government Response, see **The Saskatchewan School Boards Association** website available at: <https://saskschoolboards.ca/about-us/resolutions/>

2016 Resolution (AGM)

AGM-16-07 BE IT RESOLVED that the SSBA request that the Ministry of Education initiate a provincial strategy to support students experiencing a high degree of transience.

Passed.

AGM-16-08 BE IT RESOLVED that the Saskatchewan School Boards Association collectively affirm the commitment of Boards of Education to the principles and vision for inclusion outlined in the Saskatchewan Disability Strategy, and that the SSBA request that the Ministry of Education dedicate new, targeted funding for school accessibility projects that reflect the intent of Saskatchewan's Disability Strategy.

Passed.

2019 Resolutions (AGM)

AGM 19-05 BE IT RESOLVED that the Saskatchewan School Boards Association work jointly with the provincial government to initiate changes to legislation to permit student representation on the school boards of the province AND that the authority of these student trustees be established and granted by legislation.

Failed.

AGM 19 - 08 BE IT RESOLVED that the Saskatchewan School Boards Association ratify a standing Advisory Committee on Inclusive and Special Education to provide advice and recommendations to the Executive on matters related to the funding and provision of programs and services to students requiring specialized supports in Saskatchewan.

Co-sponsored by Prairie Spirit School Division.

Passed.

BE IT RESOLVED that the Saskatchewan School Boards Association engage education sector partners, as appropriate, to call on the Ministry of Education and the Ministry of Government Relations to review and renew *the Local Government Elections Act* and Regulations with the intent of creating more opportunities for the election and participation of Indigenous school board trustees.

(Note: This Resolution relates to Position Statement 1.2 Local Governance of Education, Position Statement 3.3 Education Equity and Position Statement 2.1 Student Achievement)

Sponsor's Rationale:

Supporting the election of Indigenous trustees in the province of Saskatchewan is important to strengthening education governance, advancing reconciliation and, ultimately, improving student achievement and outcomes. As a precursor to the 2020 school board elections in Saskatchewan, some boards of education considered how best to support the democratic election of Indigenous trustees. Similarly, the Indigenous Constituency of the SSBA has placed high priority on identifying opportunities and challenges related to encouraging Indigenous trusteeship in the province. A significant barrier to supporting Indigenous trusteeship is the Local Government Elections Act, 2015 (LGEA)¹ and the Local Government Election Regulations, 2015 (LGER)². The existing legislation and regulations allow only one option for considering Indigenous representation on provincial school boards. The process, outlined in Section 5 of the LGER is as follows:

- a board of education may form an *Indian Reserve subdivision* consisting of one or more reserves
- the reserve(s) forming the subdivision undertake an election of a board member who will then represent an Indian Reserve on a board of education³

This model has worked effectively for some boards of education in the province, but not others. Boards of education would benefit from greater legislative and regulative flexibility in their efforts to encourage the participation of Indigenous candidates in school board elections. A considerate review of the LGEA and LGER could lead to more creative and flexible solutions for boards of education to encourage indigenous representation on school boards.

Some challenges to the LGEA and LGER:

- Some divisions have a high number of reserves that neighbour their division, making the creation of a subdivision on neighboring reserves problematic.
- Some reserves are 'neighbors' with more than one division.

¹ The Local Government Election Act, 2015 (LGEA) is available, here:
<https://publications.saskatchewan.ca/#/products/73891>

² The Local Government Election Regulations, 2015 (LGER) are available, here:
<https://publications.saskatchewan.ca/#/products/77907>

³ See pp. 10-12, Part 5 of the Local Government Election Regulations, 2015, available here:
<https://publications.saskatchewan.ca/#/products/77907>

- Many reserves have established their own education systems and governance systems.
- A subdivision cannot functionally be formed on band-owned land within a city or municipality because there would not be eligible electors (i.e. commercial land).
- While Indigenous candidates may run 'at-large' or in a subdivision of a school division, Indigenous trustees continue to be underrepresented on many school boards, and specifically urban boards.

In short, the existing LGEA and accompanying regulations restrict more than they provide for boards of education to make provisions for Indigenous trustee candidacy in elections and representation on school boards. The intent of this resolution is to request a legislative review and renewal of the Local Government Election Act and Regulations and to allow boards of education a broader range of options that support the democratic election of Indigenous trustees. Ultimately, in doing so, this resolution should be interpreted as an act and affirmation of Reconciliation.

Cost of the Resolution:

This is a low-cost resolution. The work can be accomplished through written request to the ministries involved and tie into existing advocacy and engagement efforts of the President, Executive and Indigenous Constituency. Participation in a legislative review or providing feedback on changes to regulations could be accomplished through SSBA committee work.

BE IT RESOLVED that the Saskatchewan School Boards Association engage partners, as appropriate, to request that the Ministry of Health and the Ministry of Education work collaboratively to co-locate flu vaccine clinics in all PreK to 12 schools throughout the province.

Saskatchewan Rivers School Division No.119

(Note: This Resolution relates to Position Statement 3.3 Education Equity, Position Statement 5.1 Public Engagement and Position Statement 5.2 Partnership Agreements)

Sponsor's Rationale:

Like other provinces, Saskatchewan offers a free, publicly funded influenza (flu) vaccine program for Saskatchewan residents over 6 months of age. This program is funded through health and delivered through public health clinics, at some physician and Nurse Practitioner offices, and at participating pharmacies.¹ Health Canada considers the flu vaccine a safe and effective way of preventing the spread of flu and encourages everyone to become vaccinated for the flu each year. This includes school age children in the PreK-12 system.

According to Health Canada, people who are at high risk of developing complications from the flu include:

- people with underlying health conditions (i.e. diabetes, neurodevelopmental conditions)
- people +65 years and those living in nursing or long-term care homes
- people under the age of 5
- pregnant women or women planning to become pregnant
- indigenous people²

While the majority of school age children and youth are not considered high-risk for complications from the flu, they can and do pass the virus on to others. It may be worth considering the role that public health and schools can play in providing safe, consistent access to flu clinics in all Saskatchewan schools. This is not dissimilar to other vaccination programs that are offered in schools (i.e. polio, measles, mumps, etc.). Some benefits of co-locating annual flu vaccine clinics in schools across the province include:

- making flu vaccine clinics more consistently accessible to students that are at high risk of developing complications from the flu
- encouraging a culture of prevention by offering school age children and youth the opportunity to become vaccinated for the flu in order to stop spread and protect others
- potentially reducing the management of influenza and Covid-19 symptoms and spread in schools

¹ *Flu Season*, Saskatchewan Health Authority. Available at <https://www.saskhealthauthority.ca/Services-Locations/flu>.

² *Everyone Should Get a Flu Shot*, Health Canada. Available at <https://www.canada.ca/en/public-health/services/diseases/flu-influenza/get-your-flu-shot.html#a1>.

- promoting safer and healthier schools for students and staff by achieving higher levels of flu vaccination
- reducing barriers to accessing flu vaccination and promoting healthy practices that have lifelong benefits for students and their future families

While flu vaccination is and should remain voluntary, it is a safe, proven and effective best practice that can be effectively delivered in schools, by qualified healthcare providers.

This resolution aims to build on the good work, partnership and collaboration occurring at both the provincial and local levels between education and health partners in response to the Covid-19 pandemic. Boards of education are uniquely positioned to work with their local health officials to co-locate optional flu vaccination programs in schools. This resolution also builds on past advocacy efforts in the past where boards of education and the SSBA have affirmed the need for integrated service delivery in schools and the need for greater inter-agency collaboration that benefit students, staff and school communities.

Cost of the Resolution:

This is a low-cost resolution. The work can be accomplished through written request to the ministries involved and also tie into existing or targeted advocacy and engagement efforts of the President and the SSBA Executive.

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.

MEETING DATE: **October 5, 2020**

Type of Meeting	Agenda Items	Intent
[V] Regular	[] Correspondence	[] Information
[] Closed Session	[] New Business	[V] Decision
[] Committee of the Whole	[] Reports from Administrative Staff	[] Discussion
	[v] Other: <u>Board Report</u>	[] Consent Item
<i>Primary Policy Reference:</i> <u>8.15.2</u>		

FROM: J. Smith-Windsor, Vice-Chair	ATTACHMENTS	[v]
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BACKGROUND

**RE: 2020 SASKATCHEWAN SCHOOL BOARDS ASSOCIATION (SSBA) ANNUAL GENERAL MEETING –
BALLOT INFORMATION FORMS**

Attached is the information that has been received regarding ballot information for the 2020 SSBA Annual General Meeting. The SSBA is asking that boards of education complete and submit ballot information by November 13, 2020.

This year the SSBA will be using Election Buddy for voting and each board is to select 1 – 2 delegates for voting. Our Board Policy 8: Board Operations outlines the SSBA voting delegates.

RECOMMENDATION

That in consideration of the 2002 SSBA AGM being held virtually with 1-2 voting delegates per board, the Board waives the required apportioning of votes as outlined in Policy 8: Board Operations - 15.2 relating to voting delegates and distributes the ballots equally between the Board Chair and Deputy Chair.

MEMORANDUM

September 28, 2020

TO: Chief Financial Officers for Boards of Education
CC: Board Chairs

FROM: Krista Lenius, Administrative Paralegal


RE: **2020 Annual General Meeting**
Ballot Information Forms

Please find attached a Ballot Information form that we ask you to complete and return to this office by November 13, 2020. We will be using Election Buddy for voting and would ask that your board select only 1-2 accredited delegates for voting this year. Each participant will need to provide an email address or mobile phone number connecting to a device (phone, tablet or computer) at which to receive the link and log-in information to participate in the voting. In addition to accessing the voting through the device, each participant will also need to be able to connect to a Zoom meeting, either through a different device or a different window on the same device. This information will enable us to prepare the electronic voting information for your board for the purposes of voting on bylaw amendments and resolutions at the annual general meeting to be held on November 26, 2020 during the Fall General Assembly.

A copy of Bylaw No. 11, which provides for allocation of votes, is also attached for your information.

NOTE: If a board member who is listed as a “voting” delegate for your board is unable to attend the general meeting, your board chair or other person authorized by your board can have that board member’s ballots allocated to another board member. To do this, please contact Krista Lenius at klenius@saskschoolboards.ca to make a change. It is important to do this prior to 4:30 p.m. on November 25, 2020, so that the AGM is not interrupted after it has begun.

Thank you for your assistance.



BALLOT INFORMATION
2020 Annual General Meeting Voting Delegates

FOR: Board of Education of Saskatchewan Rivers School Division No. 119

Pursuant to Bylaw No. 11, section 4:

The number of votes to which your Board is entitled 30

(Based on your December 2019 student count of 8,547.)

The board of education has determined that its votes will be cast by the following board members in the following numbers:

- | | <u>Board members - Voting Delegates</u> | <u># of Votes</u> |
|----|---|--------------------------|
| 1. | _____
(Board member – voting delegate) | _____ |
| | _____
(email address/mobile phone number for Board member – voting delegate) | |
| 2. | _____
(Board member – voting delegate) | _____ |
| | _____
(email address/mobile phone number for Board member – voting delegate) | |

Signature of School Business Official

**PLEASE RETURN THIS FORM, TO THE ATTENTION OF
KRISTA LENIUS, TO THE SASKATCHEWAN SCHOOL BOARDS ASSOCIATION
BY EMAIL TO klenius@saskschoolboards.ca**

Thank you

For your information:

Ballot Voting

Association Bylaw No. 11 provides:

Bylaw No. 11: Delegates and Voting

1. School board members who register and pay the registration fee are delegates at the general meetings of the Association.
2. Every member shall inform the Association as to which of its delegates it has authorized to be accredited delegates to cast the votes of the member on questions for which a formal ballot is used, and the number of votes each accredited delegate is authorized to cast.
3. Formal ballots shall be used for:
 - (a) election of members to the Executive;
 - (b) adoption of the Association budget;
 - (c) votes on bylaw amendments and resolutions; and
 - (d) approval to the Executive to petition the Legislative Assembly for changes to the Act incorporating the Association.
4. The number of votes to which each board of education is entitled when a formal ballot is used shall be determined in accordance with the following table using the student count of the board of education as of September 30 for the most recent year as provide by the Ministry of Education:

<u>Student Count</u>	<u>Number of Votes</u>
1 to 2000 students	6
2001 to 3000 students	9
3001 to 4000 students	12
4001 to 5000 students	15
5001 to 6000 students	18
6001 to 7000 students	21
7001 to 8000 students	24
8001 to 10,000 students	30
10,001 to 15,000 students	45
15,001 students and over	51

5. Only accredited delegates in attendance at the time a vote is taken shall be entitled to vote.
6. Absentee voting shall not be allowed.
7. On matters where voting is by show of hands, such as motions on procedural matters, each delegate in attendance at the time the vote is taken shall be entitled to vote, and shall have one vote.
8. Delegates who are not accredited delegates may participate in General Assembly and general meeting discussions and debate.

School Board Election Review Committee – Final Report

October 5, 2020

Committee members: Darlene Rowden, Jaimie Smith-Windsor (committee Chair), Bill Yeaman, Arne Lindberg, Barry Hollick, Jerrold Pidborochynski (designated administrative support) and Robert Bratvold (administrative support)

The committee met on June 22, 2020 and worked over the phone and by email to meet its three primary objectives. Reflections and recommendations related to each objective follow.

1. Review and renew the board candidate's package

The City of Prince Albert manages all processes related to in-city school board elections. The City of Prince Albert creates and distributes its own [Public School Board Candidate Package](#), and [Candidate Guide](#). To make additions or changes to the package in the future would require a formal request. The City of Prince Albert hosts a meeting for prospective candidates. The information available to in-city and out-of-city candidates should be similar (while respecting municipal bylaws).

The SRPSD manages all the processes for rural elections. The committee reviewed the information that is provided to prospective school trustee candidates in the ***Candidate Information Guide for Out-of-City School Board Election*** as well as [Administrative Procedure 180](#) Procedure for the Election of Board Members.

To ensure that candidates have sufficient information to consider running in a school board election, the committee recommends:

In addition to the materials itemized in Administrative Procedure 180, a one-page resource should be developed that provides potential candidates with the following additional information or links to the following information:

- Key Board Policies (emphasizing 1-4) Foundation Statement, Role of the Board, Role of the Trustee & Trustee Code of Conduct
- The Board's Strategic Plan
- The Board's Legacy Document
- The Board's Annual Work Plan
- Public Engagement Expectations – visiting schools, SCCs, committee meetings
- SSBA election information
- Key dates (meetings, orientation, seminars, evaluations, meeting dates, SSBA and Public Section dates, CSBA and other known PD)

This one-page resource was not developed in time for inclusion in the 2020 Candidate Package, but additional material was provided on the SRPSD Election 2020 website. The committee was not unanimous that trustee remuneration be provided as part of the election processes. However, the provision of remuneration guidelines is consistent with past practice and AP180.

The committee recommends that these additional resources be consolidated into a one-page format and made accessible to candidates in future elections. Additionally, the SRSPD should consider hosting an informational session for rural candidates (similar to what the City does) for future elections.

2. Promote public engagement in school board elections

The committee reviewed and recommends the following process for promoting public engagement in school board elections for the 2020 election year:

- Candidates are invited to provide a statement/bio and photo. A candidate statement/bio is posted on the school division website and Facebook Page
 - The City forwards the city candidate bios to SRPSD.
 - Rural candidates send theirs directly to school division.
- The Division will purchase a PA Now ad that reminds electors to vote, provides a list of candidates and provides a link to [the SRPSD Election 2020 website](#) where candidate statements are posted.
- An administrative review and update to AP 180 relating to school trustees advertising on school property was conducted and the updated AP 180 will be provided as an informational item to the Board.
- The public receives the ***Saskatchewan Rivers Public School Division Election Guide*** in the mail.

The committee recommends having readily available electronic resources available for future elections – both candidate information packages and voting information.

3. Review the orientation package provided to new board members

Our third task was to review the new trustee orientation package that is developed and provided to new board members. Orientation of new board members is addressed in [Policy 3](#) of the Board Policy Handbook (p.10) and includes:

- 1.1 Role of the trustee, the Board and the Director;
- 1.2 Delegation of authority to the Director and related accountability mechanisms including CEO evaluation process criteria and timelines;
- 1.3 Organizational structures and procedures of the Division, and governance tools used by the Board;
- 1.4 The Board Policy Handbook, agendas and minutes;
- 1.5 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
- 1.6 Division programs and services;
- 1.7 Board's function as an appeal body; and
- 1.8 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
- 1.9 The legacy document and board annual work plan.

Committee members thought that it would be good to provide and review the organizational chart with new trustees. Also, review how to get items on the agenda and what documentation is helpful to have with an agenda item is important. New trustees will also benefit from understanding what the purpose of closed and open sessions are and what should be on each part of the agenda. To support 1.5, the committee recommends development of a 2 page resource on reading financial statements. A strong focus on governance tools should be conveyed in the policy and in orientation. New trustees will benefit from reviewing board committees, how they are formed and how they serve the collective work of the board. The role, function and resources available to trustees through the SSBA should be included in new trustee orientation.

As such, the following additions (or embedded links) to Policy 3 are recommended:

- 1.3 Organizational Chart and Procedures of the Division
- 1.4 Board Meetings
 - Agenda Development
 - Open and Closed Meetings
- 1.5 Financial Statements
 - Develop a 2-page resource on how to read financial statements
- 1.10 Governance Tools of the Board
 - Ad-hoc and standing committees
 - Board Development Plan, Competency Matrix, accessing PD
 - Board Director Evaluation
 - Board Advocacy Plan
 - SRPSD Strategic Plan
 - Provincial Education Plan
 - Elder's Council
 - Partnerships
- 1.11 SSBA
 - Role and AGM
 - Public Section
 - Governance Handbook
- 1.12 Legislation
 - *The Education Act*

MEETING DATE: **October 5, 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
<i>Primary Policy Reference:</i>	<u>2.8, 6.6, 8.14, 9.4</u>	

FROM: **M. Vickers, Chair, Board Development Committee** **ATTACHMENTS** ☒

BACKGROUND

RE: 2019-2020 BOARD DEVELOPMENT PLAN

The 2019-2020 Board Development Plan is attached for information and discussion.

Due to the COVID-19 pandemic, many of the topics in the Plan were unable to be completed. The topics covered are noted in bold and italics.

RECOMMENDATION

For Board discussion and consideration.

2019-2020 BOARD DEVELOPMENT PLAN

Background:

In the spring of 2014, the Saskatchewan Rivers Public School Board ratified a renewed policy framework for the school division. As part of the policy renewal process, the Board committed to developing an annual plan to help guide the Board's development activities for the year. It is the responsibility of the Board Development Committee to draft the Board Development Plan, for the consideration of the Board annually (Policy 9.4).

Purpose:

The primary purpose and benefit of developing a Board Development Plan is to align Board development activities with the Board's Three Year Strategic Plan and the Board Advocacy Plan.

Process:

As per the Board Annual Work Plan, the Committee shall facilitate the completion and review of the Board Competency Matrix (Policy 9, Section 4.2.2) by September annually. A draft of the Board Development Plan will be brought back on an annual basis for consideration in November and for review in April. The Board Development Plan will be further strengthened through the Board's planned annual self-evaluation (Policy 8.13).

Guiding Principles:

The Board believes that an effective Board Development Plan will:

1. Strategically support the Three-Year Plan and the Education Sector Strategic Plan.
2. Utilize SSBA Board Development services and personnel, including regional workshop offerings.
3. Focus on internal, local initiatives, opportunities, and partnerships.
4. Support effective and ongoing trustee development that allows for effective and locally responsive education governance.
5. Develop processes to equip its Board with the knowledge and competencies necessary to govern the division.

Board Development Focus for 2019-2020:

Where possible, the following topics shall be addressed during or in conjunction with existing scheduled meetings of the Board of Education:

1. Truth & Reconciliation

- Continue to develop and grow our relationship with the Elders Council and integrate it into the Board's work plan.
- Encourage trustees to explore the *4 Seasons of Reconciliation* online modules.
The school division purchased licenses for trustees in July 2020.
- Attend an Inclusive Learning Team workshop to learn about the connections to curriculum and how teachers provide instruction with and Indigenous perspective.

2. Legal

- Arrange a Saskatchewan School Boards' Association session related to legal issues.
- Consider extending an invitation for trustees to attend from divisions within the surrounding region.
- Enhance the Board's understanding of accessibility issues, partial programming and the legal ramifications.

3. Audit/Budget

- Arrange to have an external agency provide a workshop about the functions of an audit committee.
- Consider extending an invitation for trustees to attend with the external agency from divisions within the surrounding region.
- Arrange a rapid-fire invitational session with CFO Pidborochynski explaining budget lines of interest.

Board Planning meeting – February 2020.

4. Human Resources

- Inquire with SSBA about information related to the organizational structure and the oversight role of Boards.
- Arrange a rapid-fire invitational session with Superintendents Hurd and Michaud explaining how Occupational Health and Safety is both a facilities and a labour concern.

5. Strategic Planning and Messaging

- Continue to refine and explore the tools available to the Board for effective communications and messaging with the help of the SSBA.

6. Vulnerable Students

- Explore the availability of an organization such as the Rick Hansen Foundation for a Board workshop.
- Arrange for Intensive Supports Consultants to present a report about vulnerable students within the Division at a Board planning meeting.

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In addition to internally, Board-driven opportunities for Board Development, trustees will have the opportunity to attend professional development offerings specific to education governance, including:

- Trustee Academy on February 10, 2020 in Saskatoon.
- Johnson and Shoyama's Public Sector Governance Program (February 28, March 13 & 27)
- Understanding Risk and The Role of the Board Chair in Public Sector Governance (Winter/Spring 2020)
- National Congress on Rural Education in Canada – *Innovations in Rural Education* (March 29 – 30, 2020) in Saskatoon. – **Cancelled due to COVID-19 Pandemic**
- CAPSLE – Canadian Association for the Practical Study of Law in Education – 31st annual conference – *Innovation in Education: Capital Ideas* (April 26 – 28, 2020) – **Cancelled due to COVID-19 Pandemic**
- CSBA Annual Congress and National Trustee Gathering on Indigenous Education 2020 – *Standing Stronger Together* (July 2 – 5, 2020) – **Cancelled due to COVID-19 Pandemic**