

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

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

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, December 7, 2020 Time: 4:00 p.m.

AGENDA (#20R-13)

- 1. Call to order by Board Chair B. Hollick
- 2. Land Acknowledgement
- 3. Declaration of Conflict of Interest
- 4. Motion to move into Closed Session
- 5. Regular session convenes at 5:00 p.m.
- 6. Adoption of the agenda
- 7. Consent Items
 - (a) Adoption of the Minutes for Regular meetings of November 25 and 30, 2020
- 8. Business arising from the previous meeting
- 9. New Business (Board Committee Reports, Trustees' items and Notice of Motions)
 - (a) Motions brought forward from Closed Session from December 7, 2020
 - (b) External Board Committees
 - (c) Provincial Update (if any)
 - (d) Saskatchewan Rivers Students for Change (SRSC) Report *K. Lam/E. Zbarachuk, student trustees*
 - (e) Finalize the Board/Director Seminar (January 15 & 16, 2021) B. Hollick
 - (f) Board Competency Matrix D. Rowden
- 10. Accountability reports

(if any)

Page 2 – Regular Meeting Agenda (#20R-13) December 7, 2020

11. Reports from administrative staff

- (a) Budget Priorities, Guidelines and Timelines R. Bratvold
- (b) Board Planning Prioritization *R. Bratvold*
- (c) 2020-2021 Board Committees R. Bratvold
- (d) SRPSD Responses to the Truth and Reconciliation Commission's Calls to Action *R. Bratvold*

12. Board members' forum

13. Adjournment

	CALENDAR OF EVENTS
Monday, January 11, 2021	Regular Meeting, Education Centre, 545 – 11 th Street East, Prince
Time: 4:00 p.m.	Albert, SK
Monday, January 25, 2021	Planning meeting, Education Centre, 545 -11th Street East, Prince
Time: 3:00 to 5:00 p.m.	Albert, SK

Excerpt from the Board Annual Work Plan - 2020-2021

DECEMBER

Regular Board Meeting Agenda Items

- Review TRC Call to Action Priority Progress
- Complete the Board Competency Matrix

Events/Action

Elders Council Gathering

JANUARY

Regular Board Meeting Agenda Items

- Review parameters for school year calendar
- Review Student Support Services Accountability Report

Events/Action

- P.A.A.T.A. Executive Joint Meeting
- P.A. Separate School Division Joint Board meeting
- School tours Day 1

Budget Considerations

Review potential budget additions or deletions for next budget year.



MEETING DATE: December 7, 2020

Agenda Items	Intent		
[] Correspondence	[] Information		
[] New Business	[] Decision		
[V] Reports from Administrative Staff	f [] Discussion		
[] Other:	[V] Conser	nt Item	
8.8			
of Education AT	TACHMENTS	[٧]	
	[] Correspondence[] New Business[√] Reports from Administrative Staff[] Other:8.8	[] Correspondence [] Inform [] New Business [] Decision [] Reports from Administrative Staff [] Discus [] Other: [] Consert 8.8	

RE: ADOPTION OF THE MINUTES OF THE REGULAR MEETINGS

- November 25, 2020 Regular minutes
- November 30, 2020 Regular minutes

- 1. That the minutes of the Regular meeting of November 25, 2020 be approved as presented.
- 2. That the minutes of the Regular meeting of November 30, 2020 be approved as presented.



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NO. #2020R-11 (WEDNESDAY, NOVEMBER 25, 2020)

MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION, BOARD OF EDUCATION HELD ON WEDNESDAY, NOVEMBER 25, 2020 AT 4:00 P.M. IN THE SEMINAR ROOM, EDUCATION CENTRE, 545 11TH STREET EAST, PRINCE ALBERT, SK

PRESENT:

MEMBERS OF THE BOARD

MRS. C. BLOOM, Trustee

MR. B. GEROW, Trustee

MR. G. GUSTAFSON, Trustee

MR. B. HOLLICK, Board Chair

MR. A. LINDBERG, Trustee

MR. A. NUNN, Trustee

MS. D. ROWDEN, Vice-Chair

MS. J. SMITH-WINDSOR, Trustee (electronically)

DR. M. VICKERS, Trustee

MR. B. YEAMAN, Trustee

SENIOR ADMINISTRATION

Mr. R. Bratvold, Director of Education Mrs. J. Ward, Administrative Services Officer Mr. J. Pidborochynski, Chief Financial Officer

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

B. Hollick acknowledged the traditional homelands of the Métis and the ancestral lands of the Cree, Dene, Dakota, Lakota, Nakoda and Saulteaux peoples and that the division is within Treaty 6 Territory.

Trustees were given an opportunity to declare a conflict of interest.

MOTION TO MOVE INTO CLOSED SESSION:

#20R-117

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-118

Moved by D. Rowden that the agenda be approved as presented. Carried.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) SRPSD Annual Report – 2019-2020:

#20R-119

Moved by B. Yeaman that the Board of Education approve the SRPSD 2019-2020 Annual Report, pending any significant changes.

Carried.

Page 2 – Regular Meeting Minutes	(#2020R-11)
November 25, 2020	

(b)	<u>Audited</u>	<u>Financial</u>	Statement -	Year	Ended	August	31,	2020:

#20R-120

Moved by A. Lindberg that the Board approve the Financial Statements for the school division for the fiscal year ended August 31, 2020.

Carried.

ADJOURNMENT:

#20R-121

Moved by D. Rowden that the meeting adjourn.

Carried.

SIGNATURES:	
Board Chair	Administrative Services Officer
Date of Approval	_



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NO. #2020R-12 (MONDAY, NOVEMBER 30, 2020)

MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION, BOARD OF EDUCATION HELD ON WEDNEDAY, NOVEMBER 30, 2020 AT 5:00 P.M. IN THE SEMINAR ROOM, EDUCATION CENTRE, 545 11TH STREET EAST, PRINCE ALBERT, SK

PRESENT:

MEMBERS OF THE BOARD

MRS. C. BLOOM, Trustee (electronically)

MR. B. GEROW, Trustee

MR. G. GUSTAFSON, Trustee

MR. B. HOLLICK, Board Chair (electronically)

MR. A. LINDBERG, Trustee

MR. A. NUNN, Trustee

MS. D. ROWDEN, Vice-Chair

MS. J. SMITH-WINDSOR, Trustee (electronically)

DR. M. VICKERS, Trustee

MR. B. YEAMAN, Trustee

SENIOR ADMINISTRATION

Mr. R. Bratvold, Director of Education Mr. C. Trann, Superintendent of Schools

Mr. J. Pidborochynski, Chief Financial Officer Mrs. J. Ward, Administrative Services Officer

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

B. Hollick acknowledged the traditional homelands of the Métis and the ancestral lands of the Cree, Dene, Dakota, Lakota, Nakoda and Saulteaux peoples and that the division is within Treaty 6 Territory.

Trustees were given an opportunity to declare a conflict of interest.

MOTION TO MOVE INTO CLOSED SESSION:

#20R-122

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

Carried.

Regular meeting resumed.

STUDENT TRUSTEES

K. Lam

E. Zbaraschuk

ADOPTION OF THE AGENDA:

#20R-123

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

Page 2 – Regular Meeting Minutes (#2020R-12) November 30, 2020

CONSENT ITEMS:

#20R-124

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

- (a) Adoption of the Minutes for the Organizational and Regular Meeting of November 16, 2020;
- (b) Administrative Procedure Changes; Carried.

NEW BUSINESS:

(a) External Board Committee

It was noted that to assist trustees' planning, the next two months from the Board Annual Work Plan will be included on the regular agenda for information.

(b) **Provincial Update**

B. Hollick, on behalf of the Board, extended congratulations to J. Smith-Windsor on her appointment as Vice-President for Saskatchewan School Boards Association (SSBA).

(c) <u>Saskatchewan Rivers Students for Change (SRSC) Report</u>

B. Hollick verbally inducted the two student trustees, Kelly Lam (urban) and Emily Zbaraschuk (rural) for the Board of Education for the Saskatchewan Rivers Public School Division.

The student trustees reported that the SRSC Constitution was amended and supported by the SRSC.

#20R-125

Moved by J. Smith-Windsor that the Board approve the SRSC Constitution as amended. Carried.

K. Lam and E. Zabarschuk provided a written update on the recent SRSC Executive meeting.

(d) <u>School Community Council Clusters – 2020-2021</u>

The proposed school community council clusters were shared with trustees.

(Motion)

Moved by J. Smith-Windsor that Meath Park Public School be included in her cluster and that SRPSD Distance Learning Centre be included in A. Nunn's and that the School Community Clusters for 2020-2021 be approved with the change suggested.

After discussion, consensus was to accept the proposed change as noted. B. Hollick commented that if trustees make changes to their clusters, please inform J. Ward.

J. Smith-Windsor withdrew her motion.

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#20R-126

Moved by J. Smith-Windsor that the 2020-2021 School Community Councils Clusters be approved as amended.

Carried.

(e) Recap of 2020 SSBA Annual Convention

Trustees were given an opportunity to provide their feedback on the recent virtual SSBA Annual Meeting. Other than an issue with a few school divisions experiencing technical difficulties during some key portions of the convention, the virtual convention was successful.

(f) SRPSD Board Advocacy Plan

R. Bratvold noted that the new Board Development Committee has not met to review the plan.

(f) <u>SRPSD Board Development Plan</u>

Committee members reviewed some of the areas that were part of the 2019-2020 Board Development Plan . Due to COVID-19 restrictions, some of the topics were not covered and may become part of the 2020-2021 Plan.

THREE KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING

- Induction of student trustees / safe schools.
- Successful implementation of the Cree Language Program.
- Value of School Community Councils and the change to the Local Government Act.

BOARD MEMBERS' FORUM:

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

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#20R-127

Moved by A. Lindberg that the meeting adjourn.

Carried.

SIGNA	ATURES:
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Board Chair	Administrative Services Officer
Date of Approval	



MEETING DATE: December 7, 2020

Agenda Items	Intent		
[] Correspondence	[] Inform	nation	
[] New Business	[] Decision		
[] Reports from Administrative Staff	[√] Discus	[√] Discussion	
[v] Other: Board report	_ [] Conser	nt Item	
9.4			
ATTA	ACHMENTS	[v]	
	[] Correspondence [] New Business [] Reports from Administrative Staff [√] Other: Board report 9.4	[] Correspondence [] Inform [] New Business [] Decision [] Reports from Administrative Staff [V] Discuss [V] Other: Board report [] Conser	

RE: BOARD COMPETENCY MATRIX

One of the responsibilities of the Board Development Committee (Bill Gerow, Darlene Rowden and Jaimie Smith-Windsor) is to facilitate the completion and review of the Board Competency Matrix (attached) – Policy 9.4. This Committee has not had its first meeting, elected a chair or established its terms of reference. One of the agenda items on the Board Annual Work Plan for December is to complete the Board Competency Matrix.



BOARD COMPETENCY MATRIX

THE PROCESS

Involves building a three-tiered profile of desired qualities in the following: *industry knowledge*, *personal effectiveness skills* and *character considerations* – based on SRPSD #119 Board of Education's strategic plan and the education, students, and community needs and challenges.

An inventory of the board developed for the criteria and a professional development plan is set forth from the results.

The three tiers included are:

- 1. *Industry knowledge*: what are the critical goals, objectives and initiatives from the strategic plan that will require knowledge on the Board to oversee and govern?
- 2. *Personal Effectiveness skills*: what are the specific skills and knowledge areas that trustees will need to successfully accomplish their roles over the next four years?
- 3. *Character considerations*: what are the specific character traits that trustees will need to exhibit in order to accomplish the needs of the school board over the next four years?

Qualifiers for the Rubric:

4 – Mastery	Mastery indicates an insightful understanding of the outcomes. Trustees at this level can apply and transfer knowledge to novel situations.
3 – Proficiency	Proficiency indicates a well-developed understanding of the outcome. Trustees at this level are competent with the skills and knowledge identified.
2 – Approaching	Approaching indicates a basic understanding but trustees at this level demonstrate inconsistent understanding.
1 – Beginning	Beginning indicates partial understanding. Trustees at this level have limited success with the stated outcome.
N/A - Not Available	Not available indicates that evidence of this outcome is not available.

Tier 1: Industry knowledge	
Governance: understanding of the role of the Board and its relationship with management; experience in board governance.	
Legal: experience with or demonstrated knowledge in legal principles, processes or systems.	
Human Resources (HR): knowledge of strategic HR management, workforce planning, employee engagement, succession planning, Occupational Health and Safety (OH&S), Worker's Compensation Board (WCB) and labour standards; understanding of organizational structure and HR oversight.	
Fiscal Oversight: analyzing and interpreting financial statements, evaluation organizational budgets and understanding financial reporting; an understanding of generally accepted accounting principles and financial statements and their applications, knowledge of grant writing.	
Risk management : knowledge in enterprise risk management ex: identifying potential risks, recognizing and implementing preventative measures and plans to decrease the impact of risk.	
Public and community relations : knowledge of the diverse communities the Board serves, demonstrates a capacity to build networks and foster trusting relationships with community and stakeholders.	
<i>Government</i> : knowledge of the broader public policy context affecting the organization; including strategic priorities of government and between those priorities and local work; knowledge of legislation.	
Facilities and infrastructure: knowledge of capital planning, preventative maintenance and renewal (PMR).	
Audit: understanding the implication of process, financial and facilities audits and making informed decision based on the results; knowledge of the provincial audit process.	
Additional comments regarding industry knowledge:	
	- 1

Tier 2: Personal Effectiveness skills	
Leadership / teamwork: ability to inspire, motivate and offer direction and leadership; understanding of the importance of teamwork to the success of the Board.	
Communication / writing and public speaking: effectiveness, comfortability and experience in these areas.	
Time commitment / flexibility: Carry out the role of the trustee as laid out in policy and the board annual work plan.	
Technical skills / data interpretation : use of communications tools, critical thinking and the ability to ask good questions.	
Strategic planning: the ability to think strategically and experience participating in or leading an organization in planning for the future. Engage in short, medium and long-range planning to provide high-level guidance and direction formed through evidence-based decision-making.	
Relationship builder / team player : including the ability to form personal relationship, as well as relationships with community partners, organizations and students.	
Shared vision / change agent: the ability to affect and inspire change through relationship built in an effort to support the vision of the Board.	
Additional comments regarding personal effectiveness skills:	

Tier 3: Character considerations ALL BOARD MUST HAVE

Be motivated by an earnest desire to serve SRPSD #119 to the best of their ability to meet the educational needs of all students.

Act with integrity; and do everything possible to maintain the dignity of the office of a school board member.

Work with other board members in a spirit of respect, openness, co-operation and proper decorum, in spite of differences of opinion that arise during debate.

Communicate and conduct their relationship with staff, the community, other school boards and the media in a manner that focuses on facts and respect.

Endeavor to participate in trustee development opportunities to enhance their ability to fulfil their obligations as a school board member.

Support the value of public education and will endeavor to participate, and encourage the board to participate, in activities that support or promote public education.

Be agile, able to adapt quickly to changing environments and timelines.

Be strategic thinkers, able to move beyond the details to visualize the farreaching future.

Be proactive and anticipator rather than reactive and responsive.

Be accountable in decision, policies and implementation of such; also, in time management and responsibilities to fellow trustees, stakeholders and management.



MEETING DATE: December 7, 2020

Type of Meeting	Agenda Items	Intent		
[√] Regular	[] Correspondence	[] Information [√] Decision		
[] Closed Session	[] New Business			
[] Committee of the Whole	[V] Reports from Administrative Staff	[] Discuss	[] Discussion	
	[] Other:	[] Consen	it Item	
Primary Policy Reference:	2.8, 12, 13.2			
FROM: R. Bratvold, Director of Education		ATTACHMENTS	[٧]	
BACKGROUND				

RE: BUDGET PRIORITIES, GUIDELINES AND TIMELINES

Each year the Board reviews and amends or approves the key elements of budget development. Normally this decision is considered earlier in the fall but it was delayed this year to await the establishment of the new Board after elections and the Organizational meeting.

There will be further conversation about our likely 2020-2021 fiscal realities at the table, but the principles, guidelines and timelines are below for Board consideration.

PRINCIPLES FOR DEVELOPING BUDGET ESTIMATES

- 1. Mutual responsibility guided by sustainable programs and services that support the broad range of factors required for student achievement.
- 2. Accountability through respectful collaborative working relationships to ensure that the principles are reflected through actions and decisions.
- 3. Transparency where decisions are supported by evidence-based written policies that are consistently applied and easily understood.
- 4. Equity through decisions which support all students in reaching their full potential.
- 5. Stability through decisions which endeavor to provide the flexibility to deal with periods of economic stability, growth and decline.

GUIDELINES FOR DEVELOPING BUDGET ESTIMATES

- 1. Expenditures will reflect current reality and future opportunities.
- 2. Provision will be made for revenues and expenditures required for the implementation of the priorities and goals of the Board of Education as outlined in:
 - Board Foundational Statements in Policy 1;
 - Division's Strategic Plan.

- 3. Provision will be made for revenues and expenditures required to meet the annual objectives of the division's services.
- 4. Provision will be made for revenues and expenditures required for the implementation and actualization of the Ministry of Education curricula.
- 5. Allowances will be made for the capital priorities and facilities maintenance program.
- 6. Allowances will be made for building capacity for site-based management and accountability.
- 7. Budget estimates will be adjudicated by Administrative Council prior to presentation to the Board of Education.
- 8. Supplementary statements will be prepared consisting of statistical data on school enrolment, personnel requirements, additions to and changes in programs, explanations of the contents under each budgetary category, distribution of costs among defined school activities, and other supporting data.

TIMELINE FOR DEVELOPING and FINALIZING BUDGET

Sept 1 Start of fiscal year (and prepare for audit of last year's financials)

Nov/Dec------ Review and analyze previous year's audited financial statements and reserve allocations

Dec -------- Confirm Board Principles and Guidelines for budget development

Jan-May ------ Consultations and communication with Board and other stakeholders

Jan ------- Confirm capital project priorities

Jan ------- Staffing and Enrolment projections

Feb ------- Preliminary Budget additions and reductions

Mar ------ Provincial Budget and Ministry of Education funding information

Apr----- Finalize Budget additions and reductions

May ------ Review Preliminary Budget and approve if appropriate

June ------ Approve Final budget, if not approved previously

June ------ Submit Budget to Ministry and communicate budget to schools

Aug 31 ------ End of fiscal year



MEETING DATE: December 7, 2020

Type of Meeting	Agenda Items	Intent
[√] Regular	[] Correspondence	[] Information
[] Closed Session	[] New Business	[V] Decision
[] Committee of the Whole	[V] Reports from Administrative Staff	[V] Discussion
	[] Other:	[] Consent Item
Primary Policy Reference:	2.3	
FROM: R. Bratvold, Director of Education		ATTACHMENTS []
BACKGROUND		

RE: BOARD PLANNING PRIORITIZATION

A number of topics have emerged recently but with limited times set aside, we will need to prioritize the planning sessions. Recent topics include:

- 1. Strategic Plan Development
- 2. Risk Management
- 3. Budget Planning and Development
- 4. Professional development session with SSBA related to legal issues
- 5. Strengthening SCCs
- 6. Support Services and Specialized Learning Centres
- 7. Deeper Analysis and understanding of Audited Financial Statements
- 8. Action on Board Seminar Items
- 9. Others?

RECOMMENDATION

For Board consideration and identification of priorities.



MEETING DATE: December 7, 2020

Type of Meeting	Agenda Items	Intent	
[√] Regular	[] Correspondence	[] Information [√] Decision	
[] Closed Session	New Business		
[] Committee of the Whole	[√] Reports from Administrative Staff	[√] Discussion	
	[] Other:	[] Consent Item	
Primary Policy Reference:	9, 10		
FROM: R. Bratvold, Directo	r of Education A	ITACHMENTS []	
BACKGROUND			

RE: 2020-2021 BOARD COMMITTEES

Attached are the Board Committees that were established at the November 16, 2020 Organizational meeting. The committees will need to schedule their first meeting, elect a chair and establish terms of reference (TOR) for the committees. The 2019-2020 TORs have been uploaded to our shared drive in the 2020-21 Committees and Clusters folder — in a folder called 2019-2020 Terms of Reference (TOR) Board Committees. Once the 2020-21 TOR have been developed, the folder can be removed from the shared drive.



BOARD COMMITTEE STRUCTURE – 2020-2021

Employee Bargaining Committees:

OSS Bargaining Committee:

Barry Hollick

Darlene Rowden

CUPE Bargaining Committee:

Grant Gustafson

• LINC Bargaining Committee:

Jaimie Smith-Windsor

Operational Committees:

• Student Discipline Committee:

Cher Bloom / Bill Gerow / Grant Gustafson / Arne Lindberg

Principals' Selection Committee:

Michelle Vickers

• Vice-Principals' Selection Committee:

Bill Yeaman

Committees with Third Parties:

• Saskatchewan High School Athletic Association:

Bill Yeaman

Public Section Executive Member

Alan Nunn

• City Liaison Committee

Barry Hollick / Arne Lindberg

Standing Committees/Ad Hoc Committees:

Saskatchewan Rivers Students for Change:

Cher Bloom / Barry Hollick / Arne Lindberg / Jaimie Smith-Windsor / Michelle Vickers

Board Development Committee:

Bill Gerow / Darlene Rowden / Jaimie Smith-Windsor

Facilities Committee:

Arne Lindberg / Alan Nunn / Darlene Rowden / B. Yeaman

Policy Committee:

Grant Gustafson / Jaimie Smith-Windsor / Michelle Vickers

SRSPD Foundation:

Barry Hollick / Arne Lindberg / Darlene Rowden

• Invitational Shared Service Initiative (ISSI):

Bill Gerow



MEETING DATE: December 7, 2020

Type of Meeting	Agenda Items	Intent		
[V] Regular	[] Correspondence	[√] Information		
[] Closed Session	[] New Business	[] Decision	[] Decision	
[] Committee of the Whole	[V] Reports from Administrative Staf	f [V] Discussion		
	[] Other:	[] Conser	nt Item	
Primary Policy Reference: <u>1.1,</u>	<u>1.2.1, 2.2, 2.3, 13</u>			
FROM: R. Bratvold, Director of Education		ATTACHMENTS [√]		
BACKGROUND				

RE: SRPSD RESPONSES TO THE TRUTH AND RECONCILIATION COMMISSION'S CALLS TO ACTION

A summary of the 2019-2020 SRPSD responses to TRC Calls to Action was provided to the Board at its June 22, 2020 meeting. An update on the 2020-2021 Truth and Reconciliation in Saskatchewan Rivers Public Schools Division will be provided as soon as available. There will be an opportunity to review the report at the Board table.

It is important to acknowledge the work of the Indigenous Perspectives team (Jodi Letendre, Tyson Fetch and Heather Tibbs) under the leadership of Superintendent Jennifer Hingley in the promotion and achievement of the response.