

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

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

**Monday, February 8, 2021  
Time: 4:00 p.m.**

**AGENDA (#21R-2)**

- 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 5:30 p.m.**
- 6. Adoption of the agenda**
- 8. Consent Items**
  - (a) Adoption of the Minutes for Regular meetings of January 11, 2021
  - (b) Correspondence
  - (c) Administrative Procedures Changes
- 9. Business arising from the previous meeting**
- 10. New Business (Board Committee Reports, Trustees' items and Notice of Motions)**
  - (a) Motions brought forward from Closed Session from February 8, 2021
  - (b) External Board Committees
  - (c) Provincial Update (if any)
  - (d) Saskatchewan Rivers Students for Change (SRSC) Report – ***K. Lam/E. Zbarachuk, student trustees***
  - (e) Schedule Date for Board / Director Evaluation – ***B. Hollick***
  - (f) Verbal Update on Elder's Council Linkage Meeting – February 1, 2021 – ***D. Rowden***
  - (g) Verbal Update on Wild Rose SCC Meeting / School Cluster Change – ***D. Rowden***
  - (h) Terms of Reference for Board Policy Committee – ***G. Gustafson***

**11. Accountability reports**

- (a) Transportation Services Accountability Report – *J. Pidborochynski*

**12. Reports from administrative staff**

- (a) Director Update – *R. Bratvold*  
(b) School Tours 2021 – *R. Bratvold*  
(c) Our Schools’ Team Names and Mascots – *R. Bratvold*

**13. Three key messages for SCC/Public from meeting**

**14. Board members’ forum**

**15. Adjournment**

| <b>CALENDAR OF EVENTS</b>  |  |
|--|--|
| <b>Thursday, February 11, 2021</b><br><b>Time: 4:00 to 5:00 p.m.</b> | Virtual meeting with Minister of Education Dustin Duncan                                 |
| <b>Monday, February 22, 2021</b><br><b>Time: 3:00 to 5:00 p.m.</b>   | Planning meeting, Education Centre, 545 -11 <sup>th</sup> Street East, Prince Albert, SK |

**MEETING DATE: February 8, 2021**

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

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

**BACKGROUND**

**RE: ADOPTION OF THE MINUTES OF THE REGULAR MEETINGS**

- January 11, 2021 Regular minutes

**RECOMMENDATION**

***That the minutes of the Regular meeting of January 11, 2021 be approved as presented.***

**NO. #2121R-1 (MONDAY, JANUARY 11, 2021)**

**MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION, BOARD OF EDUCATION HELD ON MONDAY, JANUARY 11, 2021 AT 5:30 P.M. IN THE SEMINAR ROOM, EDUCATION CENTRE, 545 11<sup>TH</sup> STREET EAST, PRINCE ALBERT, SK**

**PRESENT:**

**MEMBERS OF THE BOARD**

**MRS. C. BLOOM**, Trustee

**MR. B. GEROW**, Trustee (electronically)

**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 (absent)

**MR. B. YEAMAN**, Trustee

**SENIOR ADMINISTRATION**

Mr. R. Bratvold, Director of Education

Mr. T. Michaud, Superintendent of Schools (electronically)

Mr. J. Pidborochynski, Chief Financial Officer (electronically) Mr. C. Trann, Superintendent of Schools

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:**

**#21R-1**

***Moved by A. Lindberg that the meeting move into Closed Session with Board and Administration present.***

***Carried.***

Regular meeting resumed.

**STUDENT TRUSTEES**

K. Lam (absent)

E. Zbaraschuk (electronically)

**Others Present**

Mr. J. Court, Principal, Carlton Comprehensive Public High School

**DELEGATION:**

C. Trann along with J. Court attended the meeting to provide an update on the Global Sports Academy. They highlighted the successes of the program and outlined the future plans of enhancing the program by adding the sport of golf and expanding to include Grade 7 and 8.

B. Hollick, Board Chair, and trustees expressed appreciation for the excellent presentation.

**ADOPTION OF THE AGENDA:**

**#21R-2**

*Moved by M. Vickers that the agenda be approved as presented.  
Carried.*

**CONSENT ITEMS:**

**#21R-3**

*Moved by A. Lindberg that the following consent items be approved:*

*(a) Adoption of the Minutes for the Regular Meeting of December 7, 2020;*

*(b) Correspondence - Wild Rose Public School SCC;*

*(c) Financial Statements – for the First Quarter Ending November 30, 2020.*

*Carried.*

**NEW BUSINESS:**

**(a) Motions from the Closed Session of January 11, 2021:**

**#21R-4**

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

*1. That no cap for the two new trustees but a limit of two - 4 hour sessions for the returning trustees on the professional development allocation for the upcoming SSBA Trustee Academy sessions be approved.*

*Carried.*

**(b) External Board Committees**

• **SRSC**

J. Smith-Windsor, Chair, provided a verbal update of today's committee meeting. She noted that the terms of reference have been updated. The committee will be aligning with the Division's Strategic Plan and reviewed some key areas that the SRSC will focus on in the upcoming school year.

• **Student Discipline Committee**

G. Gustafson, Chair, reported that committee met and the terms of reference will remain the same.

• **Policy Committee**

G. Gustafson, Chair, reported that committee has met and the terms of reference have not been finalized yet. He reviewed some of the areas that the committee is planning to examine.

• **CUPE Representative**

G. Gustafson, representative, reported that a terms of reference will be brought to a future meeting for information and approval.

- **Facilities Committee**

B. Yeaman, Chair, reported that committee has met and the terms of reference have been reviewed. The committee will be bringing the three year capital funding request to the February Regular meeting for approval.

- **Board Development Committee**

D. Rowden, Chair, reported that the Board Competency Matrix has been forwarded to all trustees for completion. Once the information has been compiled, a report will be provided to the Board at its next Planning Session in January.

(c) **Provincial Update**

J. Smith-Windsor reviewed items from the Saskatchewan School Boards Association for information and that may require further attention.

- Enrolment data survey – completed.
- Facility funding advisory group – new position statement to be reviewed.
- Reminder of registration deadline for upcoming Trustee Academy.
- Reminder of demographic survey of trustees.

J. Smith-Windsor suggested items that require further attention of the Board become part of the agenda.

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

E. Zbaraschuk provided a verbal SRSC report. She noted that this Thursday will be first virtual session of three for SRSC committee on public speaking. She commented that the transition to on-line learning went well for Meath Park Public School.

A trustee requested further information regarding the readiness of students for remote learning and services/equipment that students required in order to be successful with the online learning.

(e) **Terms of Reference for Board Committee**

J. Smith-Windsor commented that Board has completed most of its work on terms of reference for its committees. Two committees still require its terms of reference to be developed.

**#21R-5**

***Moved by G. Gustafson that the Board request that the Chair and the Director (or designate) draft terms of reference for ad hoc Superintendent Selection Committee before the end of March 2021.***

***Carried.***

(f) **Terms of Reference for Out of Scope Committee**

The proposed terms of reference for the Out of Scope Committee were distributed for information. Some suggestions for changes to the terms of reference was shared. Consensus of the OOS Committee was to review the suggestions and bring back the terms of reference to a future Board meeting for approval.

(f) **Update on Board/Director Seminar**

B. Hollick reviewed the plans for the upcoming Board/Director Seminar. He noted that the agenda will be distributed on Thursday to trustees.

**ACCOUNTABILITY REPORTS**

(a) **SRPSD Intensive Supports Accountability Report**

T. Michaud reviewed the Intensive Supports Accountability Report.

**#21R-6**

*Moved by D. Rowden that the Board confirm that the intent of Policy 14 and the Board's 2017-2020 Strategic Plan expectation for student learning, achievement, community engagement and professional development has been met and that the Student Support Services Accountability Report be referred to the Director Evaluation process.*  
*Carried.*

**REPORTS FROM ADMINISTRATIVE STAFF:**

(a) **Arrange Meeting with Elder's Council**

Consensus was to suggest the date of Monday, February 1, 2021 at 3:00 p.m. for a Board session with the Elder's Council. Confirmation will be provided once date and time has been finalized.

(b) **Request from P.A.A.T.A. President Regarding Proposed January 27, 2021**

R. Bratvold stated due to the Teachers' Convention on January 29, 2021, the P.A.A.T.A. President was asking to postpone the meeting until March or April 2021. Consensus of the Board to postpone the session.

(c) **French Immersion Designation – 2021 - 2022**

**#21R-7**

*Moved by A. Lindberg that the Board request that the following schools be designated for French Immersion programming purposes for the 2020-2021 school year:*

- *École Arthur Pechey Public School* *Grades K to 8*
- *École Vickers Public School* *Grades K to 8*
- *École Debden Public School* *Grades K to 8*
- *Carlton Comprehensive Public High School* *Grades 9 to 12*

*Carried.*

**THREE KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING**

- Global Sports Academy successes and expansion;
- SPRPD Intensive Supports Accountability Report;
- Trustee learning and development.

**BOARD MEMBERS' FORUM:**

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

**MOTION TO MOVE INTO CLOSED SESSION:**

**#21R-8**

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

*Carried.*

**ADJOURNMENT:**

**#21R-9**

*Moved by A. Nunn that the meeting adjourn.*

*Carried.*

**SIGNATURES:**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Administrative Services Officer

\_\_\_\_\_  
Date of Approval



**MEETING DATE:** February 8, 2021

| <b>Type of Meeting</b>                          | <b>Agenda Items</b>   | <b>Intent</b>                                    |
|---|---|--|
| <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>2.2, 8.6.1.3</u>   |  |

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

**BACKGROUND**

**RE: CORRESPONDENCE**

1. Letter from C. Beck, Critic for Early Learning and Childcare, Education and Labour regarding congratulations to trustees on successful election and feedback/input regarding the challenges and opportunities that education is facing.

**RECOMMENDATION**

*For Board information.*

December 14, 2020

Saskatchewan Rivers School Division No. 119  
545 11th Street East  
PRINCE ALBERT SK S6V 1B1

Rec'd in  
office -  
Jan. 8/21

Dear Board Chair:

I am writing to you in my capacity as Education Critic with the Official Opposition NDP here in Saskatchewan. I am very pleased to be continuing in this role and I look forward to working with you into the future.

I also want to congratulate each trustee on your recent successful election. The role of locally elected trustee is vital to our education system and it ensures the important local voice and context is considered when making decisions about how to best deliver the top quality education that our students need and deserve. Thank you for putting your names forward.

I recognize the extraordinary times we are in and want to express my deep gratitude for the crucial role that Education partners; Boards, teachers, staff, administration, and representative organizations have played in the last year as we all face extraordinary challenges. I am thankful for the insight, leadership, and hard work of so many.

Members returned to the Legislature on November 30<sup>th</sup> for a short two week session. The first day, we heard the Speech from the Throne to mark the start of the first session of the 29<sup>th</sup> Legislature. I invite you to reach out at any time should you have pressing issues or concerns that you would like us to raise during future sessions.

Early in the New Year, I will be embarking on an outreach campaign with as many K-12 stakeholders and organizations that I am able to schedule in. I want to ensure that I am up to speed ahead of the spring session and the budget that will be delivered in March 2021.

I look forward to better understanding the challenges and opportunities that the sector is facing as we move through this pandemic and the issues that are before you. I will be reaching out to you again after session, but in the meantime please never hesitate to contact me should you have questions or concerns that need to be addressed.

I sincerely appreciate the opportunity to work with you and look forward to checking in very soon.

Take good care,



Carla Beck, MLA  
Regina Lakeview Constituency  
Caucus Chair  
Critic for Early Learning and Childcare, Education, and Labour

**MEETING DATE: February 8, 2021**

| <b>Type of Meeting</b>                          | <b>Agenda Items</b>   | <b>Intent</b>                                    |
|---|---|--|
| <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 |

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

**BACKGROUND**

**RE: ADMINISTRATIVE PROCEDURES CHANGES**

The following Administrative Procedure has been revised.

- AP 110: School Community Councils – revision to the grants.

**RECOMMENDATION**

***For Board information.***

## Administrative Procedure 110

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# SCHOOL COMMUNITY COUNCILS

### Background

School Community Councils (SCC) are an integral, purposeful and valued component of the Saskatchewan Rivers School Division.

A SCC shall be established at each school in the school division.

In many schools, committees have been established to support specific activities such as graduation or the band program. The SCC shall act in a coordination role for committees operating in support of the SCC and the school program.

School Community Councils wishing to merge should make application to the Board. The Board may then recommend to the Minister of Education that the applicant SCC be merged.

### Procedures

#### 1. Representative Members

##### 1.1 Representative Parent and Community Members

The following individuals are eligible to run to become a representative parent and community member:

Parents of students who are enrolled in the school (including parents who do not reside within the attendance area of the school); and, electors that reside within the school attendance area. These provisions specifically do not limit or restrict the election or participation in voting of parents of students who may be employed by the School Division and work in the particular school.

The constitution of each SCC outlines the number of representative Parent and Community Members. The number of Representative Members range from 5 to 9 persons, of which the majority must be parents of students attending the school.

##### 1.2 Representative Secondary Students

For schools offering a Grade 10, 11 and 12 program, the SCC constitution outlines the number of Student members (1 or 2). Student representatives will be selected by the Student Representative Council (SRC) for a one year term.

##### 1.3 Representatives from First Nations

The constitution of each SCC will outline which, if any, First Nation representatives are members of the SCC. First Nations are eligible to have representatives on the SCC if there are students who live on reserve and attend a school within the Saskatchewan Rivers School Division. The First Nation will select one representative member for a two year term.

## 2. Permanent Members

### 2.1 The principal;

### 2.2 A teacher

The teacher member will be appointed by the principal. It is acceptable for various teachers to share this role on a rotating schedule.

### 2.3 Other Permanent Members

The constitution of the SCC outlines Other Permanent Members as suggested by the SCC and approved by the Board as per legislation.

## 3. Election Procedures

One-half of the representative Parent and Community Members of SCCs will be elected each year. In the first year, one-half of the members should be elected for two-year terms with the remaining representative members being elected for one-year terms to establish the staggered terms.

Upon the recommendation of the each principal, the Division will appoint an employee, other than any member of that school community council, to be returning officer for the election of members of the school community council. The superintendent responsible for the SCCs will act as returning officer for the school division. This role involves ensuring a returning officer is selected for each school and the appropriate training has been delivered.

Election procedures for Representative Parent and Community Members are outlined in the [School Community Council Election Manual](#).

If, following the nomination process, there are vacant positions on a SCC, the Board can reduce the number of members of that SCC. However, if there are fewer than five (5) members, the Director can appoint members to fill the vacant positions.

For the initial election no special procedures will be used to ensure the Representative parent and community members are representative of the student population. If following the initial election some SCCs are not representative of the student population, this concern could then be addressed though an amendment to this procedure.

## 4. Constitution

An initial constitution was developed for each SCC. The SCC may amend its constitution by sending suggestions for change in writing to the Board.

## 5. Operations

A SCC shall meet at least five times each year, have an annual general meeting and meet any other time at the call of the Chairperson. Minutes of each SCC meeting will be kept and made available to school trustee upon request.

The SCC will prepare an annual budget. All SCC funds will be administered by the school principal and secretary using procedures outlined in the [School-based Funds Operation and Procedures Manual](#).

## 6. Roles and Responsibilities

Undertake activities to enhance its understanding of the community's economic, social and health needs, aspirations for pupils' learning and wellbeing, and resources and supports for the school, parents, guardians and community.

SCC participate in the Continuous Improvement Framework by focusing on the same outcomes that are established by the province, the school division and each school represented by the SCC. For example, if the school has a focus on improving student literacy, the SCC will consider ways of assisting parents and the community to improve student literacy.

School Community Councils will communicate annually to the parents, guardians and community members about its plans, initiatives and accomplishments;

School Community Councils will account publicly for the expenditure of funds related to the operation of the school community council;

Members of SCCs will participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities; and,

Members of SCCs will not discuss or be given access to personal confidential information about or complaints about any pupil, family member or guardian of any pupil, teacher, administrator or other employee of or member of the Board.

School Community Councils may provide advice on certain matters including:

- Advice and recommendations to the Board respecting policies, programs and educational service delivery, including fundraising, school fees, pupil code of conduct, grade discontinuance, school closure, religious instruction, and language of instruction but not including educational service delivery by a specific teacher;
- Advice to the school staff respecting school programs; and,
- Advice to other organizations, agencies and governments on the learning needs and well-being of pupils.

## 7. Support

### 7.1 Senior Administrative Contact

A Superintendent shall be assigned duties to facilitate the SCC, supervise the election process and plan and implement Division-wide development opportunities for members of SCCs. If an individual SCC wishes to see a Superintendent, the principal will invite the Superintendent responsible for that school to become involved.

### 7.2 Financial Support

The Board will provide an annual grant to each SCC.

## 8. The Board will support SCC through an annual grant of \$1,800.00.

8.1 The CFO is responsible to ensure that grants to parent groups are paid in accordance with Board motions and administrative procedures.

8.2 The CFO is responsible for authorizing all grant payments to parent groups.

8.3 The Hutterite school SSC allocation will be 1/10 of the annual grant.

9. A grant in the amount of \$1,800.00 shall be paid to each SCC operating within the Division.  
The grant will be paid to the school upon receipt of a year-end financial report, in the format determined by the Education Centre.

The SCCs are consolidated with the schools' banking and accounting processes. The school principal and secretary will administer the Council's funds based on existing policies, procedures and reporting methods.

Reference: Section 140.1, 140.5, *The Education Act, 1995*

Approved: May 12, 2014; August 21, 2018;

**MEETING DATE: February 8, 2021**

| Type of Meeting                                 | Agenda Items  | Intent                                |
|---|---|---------------------------------------|
| <input checked="" type="checkbox"/> Regular     | <input type="checkbox"/> Correspondence                           | <input type="checkbox"/> Information  |
| <input type="checkbox"/> Closed Session         | <input type="checkbox"/> New Business                             | <input type="checkbox"/> Decision     |
| <input type="checkbox"/> Committee of the Whole | <input type="checkbox"/> Reports from Administrative Staff        | <input type="checkbox"/> Discussion   |
|   | <input checked="" type="checkbox"/> Other: <u>Board Committee</u> | <input type="checkbox"/> Consent Item |
| Primary Policy Reference: <u>2</u>              |   |                                       |

**FROM: G. Gustafson, Chair, Policy Committee** **ATTACHMENTS**

**BACKGROUND**

**RE: TERMS OF REFERENCE FOR BOARD POLICY COMMITTEE**

Attached is the proposed terms of reference for the Policy Committee for Board approval.

**RECOMMENDATION**

*That the Terms of Reference for the Board Policy Committee be approved as outlined.*



# Board Policy Committee

## 2020-2021

### Terms of Reference

#### 1. Purpose of the Committee:

The Policy Review Committee is to review those policies referred by the Board to ensure they are current and accurately reflect the boards intended policy direction and bring recommendation(s) to the Board for confirmation of existing policy or amendments.

The Committee will consider other changes to policy as they emerge during the work.

#### 2. Background

The Board reviews policy on a continuous basis and as part of that process, it reviewed its policies in focused sessions in May 2020. Following those discussions, several policies were confirmed as existing, some were amended and some were referred to an ad hoc policy review committee for further discussion and review. The report that summarizes those policy sessions is attached (Appendix A) to this document for reference.

The ad hoc committee recommended in its final report that a policy review committee be established following the 2020 election to address unfinished work of the committee. The Policy Review Committee was appointed as a standing committee at the 2020 Organizational meeting.

#### 3. Member Expectations

Committee members are expected to demonstrate a commitment to:

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

#### 4. Composition of the Committee:

Trustees: Grant Gustafson (Chair), Jaimie Smith-Windsor, Michelle Vickers

Administrative Support: Robert Bratvold, and others as needed.

#### 5. Roles and Responsibilities:

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

#### 6. Meetings:

- Meetings will be called by notice of the committee chair, virtually or at a location agreed upon by the Committee.
- Meetings scheduled as policy review issues are referred by the Board or as identified by committee members.

#### 7. Expenses:

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

**8. Term of the Committee:**

The committee is established annually at the organizational meeting of the board.

**9. Reporting/Communication:**

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

**10. Decision Making/Recommendations**

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

APPENDIX A



SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION

MEETING DATE: June 8, 2020

| Type of Meeting                                    | Agenda Items  | Intent  |
|--|---|---|
| <input type="checkbox"/> Regular                   | <input type="checkbox"/> Correspondence                               | <input checked="" type="checkbox"/> Information |
| <input checked="" 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           |
| Primary Policy Reference:                          | <u>11</u>   |   |

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

BACKGROUND

RE: FOLLOW-UP FROM BOARD POLICY REVIEW SESSION

The following is a summary of the discussion/recommendations from the Board’s May 12 Policy Review Session.

- Policy 1 – Foundation Statements**  
No changes
- Policy 2 – Role of the Board**  
Questions regarding OOS contracts, currently the Board does not review the template on annual basis. Discussion on the process to provide trustees with this information along with the compensation grid – consensus was to have the OOS committee meet and provide direction to the Board.

**Recommendation:**  
*Out of Scope Committee to meet to debrief on current practices and procedures.*

  - Bring back template for the out of scope contract to next meeting.*
  - Out of Scope Committee to review if the compensation package/contracts to be included in the orientation package for new trustees or have the OOS committee provide a report to the Board early in the term – either update Policy 2 or add to Policy 9 for TOR for OOS committee.*
- Policy 3 – Role of the Trustee**  
No change – comment regarding how to maintain trustees’ comments private/confidential due to the privacy issue associated with the meeting with Premier Moe and local MLAs in June 2019.
- Policy 4 – Trustee Code of Conduct**  
Discussion regarding conflict of interest clause. It was mentioned that SSBA legal provided information on conflict of interest at the Orientation Seminar for New Trustees. Consensus was to strengthen the reference to conflict of interest – Policy 8.1.12.

**Recommendation**

1. *Review of other Boards' policies and SSBA legal information.*
2. *Bring information back to the Board.*

• **Policy 5 – Role of the Board Chair**

**Recommendation**

1. *B. Hollick to bring back information regarding #10 – possible addition of (non-), to include reference to Positive Path Forward and to add OSS Committee role.*
2. *Bring information back to the Board.*

• **Policy 6 – Role of the Vice-Chair (Draft attached)**

**Recommendation**

*Add the role - Be a standing committee of the Out of Scope Committee.*

• **Policy 7 – Role of the Deputy Chair**

Discussion regarding an unscheduled absence of both the Board Chair and Vice-Chair at Regular board meeting – should the Deputy Chair take on the role of the Board Chair?

**Recommendation**

*Bring back for further discussion/clarification depending on the type of meeting – regular, etc.*

• **Policy 8 – Board Operations**

This policy requires a more comprehensive review.

**Recommendations**

1. *Remove “in an election year” from 2.4.*
2. *Conflict of interest – strengthen - 2.7, bullet 6.*
3. *Review the format/structure of agenda – research other school divisions' agenda formats for the different types of meetings – regular, closed session and planning.*
4. *Consider adding to order of business - 6.1.2 – the acknowledgement of treaty lands at the start of the meetings.*
5. *Add the three key messages – 6.1.9 to the order of business.*
6. *Add clause/section teleconference meetings and/or review 7.1 – 7.4 – Electronic meeting .*

• **Policy 9 – Board Committees**

**Recommendation**

1. *Possible amendment to the Terms of Reference for the Out of Scope Committee – sample template of contract of employment / compensation schedule to be provided to board during its first year of term.*

• **Policy 10 – Board Representatives (Draft attached)**

**Recommendations:**

1. *If approved, amend the SHSAA representative to have the trustee be a voting member of the North Central Athletic Association.*
2. *Include the City Board Liaison Committee along with its Terms of Reference.*
3. *Include the SRSD Foundation Board along with its Terms of Reference.*

• **Policy 11 – Policy Making**

Further discussion due to the COVID-19 re: home-based education and vaccination protocol.

- **Policy 12 – Board Delegation of Authority**

No change

- **Policy 13 – Role of the Director of Education**

No change

- **Policy 14 – Appeals and Hearings regarding Student Matters**

**Recommendation:**

1. *Clarity on Student Discipline Committee – R. Bratvold to draft and forward to committee members for thoughts/perspectives prior to bringing back to the Board for approval.*

- **Policy 15 – Viable Schools**

Further discussion warranted due to the current situation (pandemic – COVID-19) and the effects on our enrolment numbers / September 30 count. The reasons could be economic and individual parent’s decision – need to be cognizant of this.

- **Policy 16 – Recruitment and Selection of Personnel**

**Recommendation:**

1. *Amend to include clause regarding the Vice-principal Selection Committee.*
2. *Clarify the definition of what central office positions refers to (5.4) – bring back information to the Board.*

- **Policy 17 - Transportation**

**Recommendation:**

*With the establishment of the Transportation Committee (May 4, 2020 Board meeting), include the review of Policy 17 as part of its scope of work.*

- **Policy 18 - Partnerships**

**Recommendations:**

1. *Remove 18.2 (duplication of 18.1).*
2. *Bring back additional information regarding the Conference Board (composition and structure) including administration’s perspective. Is it still reasonably to be guided by this Board?*

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## **RECOMMENDATION**

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***That the Board:***

1. ***Confirm Policy 1 – Foundational Statements, Policy 3 – Role of the Trustee, Policy 11 – Policy Making, Policy 12 – Board Delegation of Authority, and Policy 13 – Role of the Director remain unchanged;***
2. ***Approve the changes to Policy 6 – Role of the Vice-Chair and Policy 10 – Board Representatives as presented;***
3. ***Direct the Out of Scope committee to review its Terms of Reference and practices, relative to Policy 2 – Role of the Board and Policy 9 – Board Committees, and bring recommendation back to the Board Prior to October 31, 2020;***
4. ***Direct the Board Chair to investigate and bring a recommendation to the Board relative to Policy 5 – Role of the Board Chair prior to June 30, 2020;***
5. ***Strike a Policy Committee to review further Policy 4 – Trustee Code of Conduct, Policy 7 – Role of the Deputy Chair and Policy 8 – Board Operations as outlined in the report.***

**MEETING DATE:** February 8, 2021

| <b>Type of Meeting</b>                          | <b>Agenda Items</b>   | <b>Intent</b>                                |
|---|---|--|
| <input checked="" type="checkbox"/> Regular     | <input type="checkbox"/> Correspondence                               | <input type="checkbox"/> Information         |
| <input type="checkbox"/> Closed Session         | <input type="checkbox"/> New Business                                 | <input checked="" type="checkbox"/> Decision |
| <input type="checkbox"/> Committee of the Whole | <input checked="" type="checkbox"/> Reports from Administrative Staff | <input type="checkbox"/> Discussion          |
|   | <input type="checkbox"/> Other: _____                                 | <input type="checkbox"/> Consent Item        |
| Primary Policy Reference:                       | <u>2</u>  |  |

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

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**BACKGROUND**

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**RE:    TRANSPORTATION SERVICES ACCOUNTABILITY REPORT**

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

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

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**RECOMMENDATION:**

*That the Board approve the Semi-Annual Transportation Accountability Report as presented.*

**Saskatchewan Rivers Public School Division #119  
Semi-Annual Transportation Services Report**

**Background Information:**

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

The following statistics are a summary of the transportation services as of January 31<sup>st</sup>, 2021 with comparison to prior year, January 31<sup>st</sup>, 2020.

| Performance Indicator*                              | Results             |                     |                  |                  |
|---|---------------------|---------------------|------------------|------------------|
|   | Jan 31,<br>2021     | Jan 31,<br>2020     | June 30,<br>2021 | June 30,<br>2020 |
| Total students transported                          | 3,210               | 3,879               |                  |                  |
| Number of transportation routes                     | 112 (25 contracted) | 112 (25 contracted) |                  |                  |
| Number of unfilled routes                           | 0                   | 0                   |                  |                  |
| Number of cancellations (days):                     | 470                 | 202                 |                  |                  |
| Mechanical  | 3.5                 | 10.5                |                  |                  |
| Weather   | 452.5               | 183                 |                  |                  |
| No substitute driver                                | 14                  | 8.5                 |                  |                  |
| Average age of bus fleet (years)                    | 8                   | 8.00                |                  |                  |
| Capacity utilized on bus (average)                  | 49%                 | 59%                 |                  |                  |
| Average <b>urban</b> one-way ride time (in minutes) | 14                  | 16                  |                  |                  |
| Average <b>rural</b> one-way ride time (in minutes) | 25                  | 26                  |                  |                  |
| Longest <b>urban</b> one-way ride time (in minutes) | 48                  | 55                  |                  |                  |
| Longest <b>rural</b> one-way ride time (in minutes) | 90                  | 90                  |                  |                  |
| Complaints of a serious nature                      | 0                   |                     |                  |                  |

Emerging issues: None

**MEETING DATE: February 8, 2021**

| 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>8.5, 8.6, 13</u>   |   |

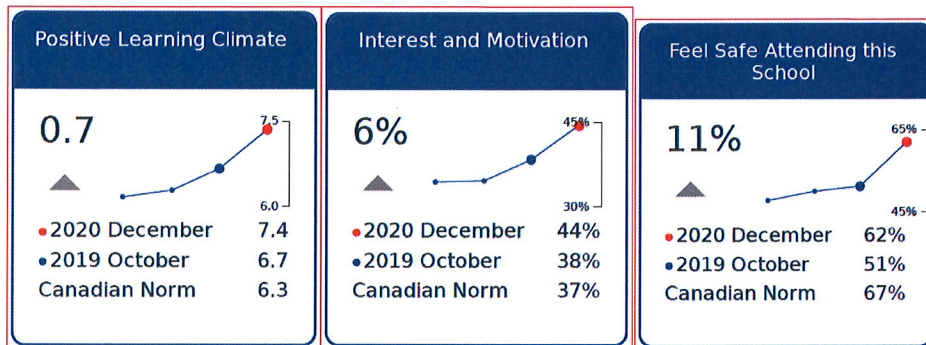
**FROM: R. Bratvold, Director of Education** **ATTACHMENTS**

**BACKGROUND**

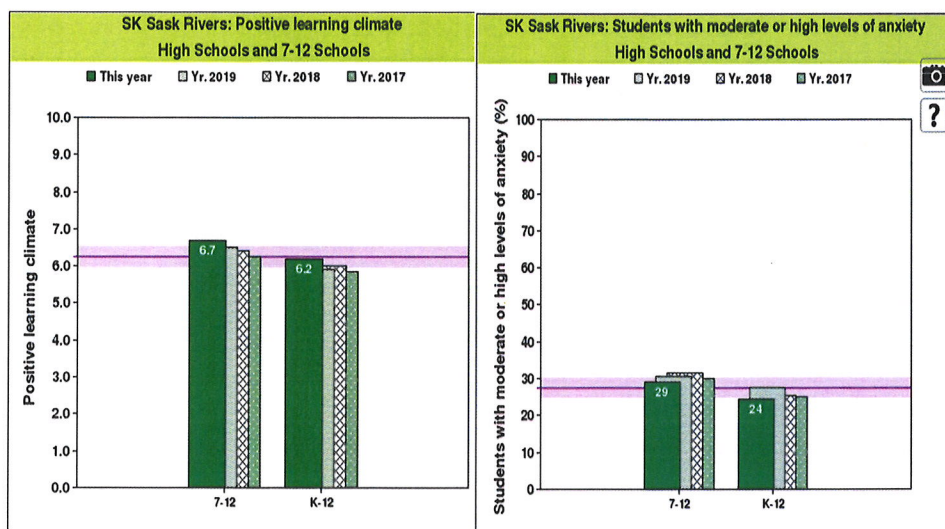
**RE: DIRECTOR UPDATE**

**1. Student Learning (Early Learning, RWM, FNMI, Graduation, staff PD)**

- a. Some key data from Carlton Block 1 and 2 indicates some encouraging information. Trustees on the Elders virtual meeting would have seen some of this data at that time.
  - i. Credit Attainment Block 1: 82% overall and 71% FNMI
  - ii. Credit Attainment Block 2: 89% overall and 82% FNMI
  - iii. Our School Data



- b. Some initial data from Our School survey indicates some interesting information as well.





- c. We are in-progress of configuring and delivering 2000 Chromebooks to our schools to support student remote learning and in-person learning. The Ministry provided funding for the devices through COVID response funding in December.

## 2. **COVID Update**

- a. **Case number update:** As of February 1, 2021, there have been 62 cases in 17 schools and 16 schools with no confirmed cases. An update of the impact of cases emerging in the community of St. Louis will be provided at the Board table.
- b. Health provided **accolades to our caretaking team**, school administration and to our new childcare partner (Blooms and Buds) for their careful and quick response to the multi-virus event at the Ecole Arthur Pechey Childcare.
- c. Committees planning **Grad and other year-end celebrations** have been given direction to plan for no in-person celebrations. Drive-in style or virtual celebrations are being planned.
- d. The division is still awaiting the **training and additional PPE supplies** that if used will reduce the likelihood that staff will be declared a close contact in the event of a COVID case in the classroom.

## 3. **Ministry and Provincial Happenings**

- a. The PEPIT (Provincial Education Plan Implementation Team) is considering the 1 year interim plans that have been developed in light of the COVID interruption to the full PEP (Provincial Education Plan) development. Priority areas include:
  - i. Learning Gap/Learning Delay
  - ii. Mental Health (this is the plan that I am involved in developing)
  - iii. Supports for Gr. 1-3 Reading

The timelines for the development of both the Interim Plan and the full Plan is in the attached chart.

- b. SRPSD submitted four names of SCC chairs to the SSBA to consider for appointment to the Education Council structure that provides oversight for the development and implementation of the Provincial Education Plan.
- c. Grant from Ministry  
The Ministry of Education, under the authority granted by Section 3 of *The Education Act 1995* and Section 5(b) of *The Education Funding Regulations, 2018*, is pleased to provide the Board of Education of the Saskatchewan Rivers School Division No. 119 of Saskatchewan with a one-time grant of \$9,000 to be paid by January 31, 2021. These funds are to be used to support costs associated with Applied Suicide Intervention Skills Training (ASIST).

## 4. **Budget and Related**

Provincial budget day has been delayed until Tuesday, April 6. This may put additional pressure on our budget finalization timelines, but the June 30 deadline for budget approval has not been adjusted. More discussion with the Board will occur at the February 22 Planning Session.

## 5. **AP and Policy Items**

Board Policy 2.8 indicates the Board will

*Provide governance oversight of the Enterprise Risk Management program, including ranking of risks, establishing a process to mitigate risks and annually reviewing risks and mitigations steps.*

The attached Risk Management Framework outlines the process to rank and mitigate risks and the Board is invited to consider adopting the framework to align with its policy requirements.

## 6. **Emergent Items**

- a. The Seminar Room is unavailable for 2-3 weeks every February for the art show coordinator to lay out all the art pieces, organize, select and frame them. This means the Board needs to discuss plans for the February 22 Planning Meeting. If a few more of the usual in-person attendees (me, Joyce & trustees) volunteered to be virtual that day, we can fit in the Board room with appropriate distancing, or we could do the February 22 meeting entirely virtually.

- b. The supports for learning costs v. expenses to support Board advocacy will be complete and will be shared at the table.

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**RECOMMENDATION**

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*That the Board adopt the Enterprise Risk Framework as presented.*

| Interim Provincial Education Plan Development Timelines |   | Long-term Provincial Education Plan Option 1 ( If Plan is developed spring 2021) |   | Long-term Provincial Education Plan Option 2 (Plan developed fall 2021) |  |
|---|---|--|---|---|--|
| January 4 – 8, 2021                                     | Interim team sign-up and confirmation   |  |   |   |  |
|   | Project manager orientation   |  |   |   |  |
| January 11 – February 4, 2021                           | Teams develop draft priority plans  |  |   |   |  |
| January 18, 2021  | Operational structure (OS) meeting  |  |   |   |  |
| January 26, 2021  | Optional: Draft action plans submitted to PEP Secretariat for online feedback   |  |   |   |  |
| January 27 – February 3, 2021                           | Provincial Education Council meeting  | January – March, 2021  | Teams review and revise the work done to date on outcomes to recommend outcomes for each pillar |   |  |
| February 4, 2021  | All teams submit revised plans to the PEP Secretariat   |  |   |   |  |
| February 8, 2021  | OS meeting – review of draft plans  |  |   |   |  |
| February 10, 2021                                       | Provincial Education Council meeting  |  |   |   |  |
| Feb-Mar, 2021   | Feedback process occurs   |  |   |   |  |
| April 2, 2021   | Revised draft action plans submitted to PEP Secretariat   |  |   |   |  |
| April 12, 2021  | OS meeting to review and endorse interim plans  | April 12, 2021   | Draft outcomes are presented to the OS and online feedback process on outcomes is initiated     |   |  |
| April 13 – 16, 2021                                     | Provincial Education Council review and endorsement of the interim Provincial Education Plan for presentation to the Minister | April 13 to 30, 2021   | Online feedback opportunity for OS members to comment on the outcomes                           |   |  |
| April 19 – 30, 2021                                     | Minister and Boards of Education  |  |   |   |  |

|                |  |                     |  |                      |  |
|----------------|--|---------------------|--|----------------------|--|
|                | endorsement of interim provincial plan   |                     |  |                      |  |
| May 2021       | Level 2 organizations interim PEP development  | Early May 2021      | OS meeting to confirm the outcomes and initiate a process to develop outcome teams and plans<br><br>Provincial Education Council meeting to confirm the outcomes prior to development of plans |                      |  |
|                |  | May – June 11, 2021 | Outcome team sign-up and confirmation<br><br>Outcome team orientation<br><br>Outcome teams draft outcome plans   |                      |  |
|                |  | June 11, 2021       | Draft action plans submitted to PEP Secretariat  |                      |  |
| June 14, 2021  | OS meeting to discuss plans for implementation and monitoring of the PEP, including meeting schedule for 2021-22 school year | June 14, 2021       | OS provides feedback on draft action plans   | June 14, 2021        | Facilitated process in which PEP OS reviews, revises and selects outcomes using work prepared for the November 2020 meeting of the OS. |
|                |  | By June 30, 2021    | Outcome teams revise plans and submit to the PEP Secretariat   | By June 30, 2021     | Outcome team sign-up and confirmation.   |
| September 2021 | PEP interim plan implementation begins   | September 2021      | Provincial Education Council meeting (review and approval of draft outcome   | Early September 2021 | Outcome team orientation   |

|               |  |   |   |  |  |
|---------------|--|---|---|--|--|
|               |  |   | <p>plans for presentation to sector for feedback)</p> <p>Outcome teams make any requested changes to the plans.</p> <p>Feedback tools are developed in English and French</p> |  |  |
|               |  |   |   | September 2021                                       | Outcome Teams draft action plans   |
| October 2021  |  | October 2021  | Sector feedback process underway  | <p>October 15, 2021</p> <p>October 18 - 31, 2021</p> | <p>Outcome teams submit action plans to PEP Secretariat</p> <p>PEP OS meets to provide feedback on draft outcome plans</p> <p>Outcome teams revise plans</p> <p>Provincial Education Council meeting (review and approval of draft outcome plans for presentation to sector for feedback)</p> <p>Feedback tools are developed in English and French.</p> |
| November 2021 |  | <p>Early November 2021</p> <p>Mid-November 2021</p> | <p>Summarized feedback shared with outcome teams</p> <p>Outcome teams revise plans and submit to the PEP Secretariat</p>  | November 2021  | Sector feedback process underway   |

|               |  |                              |  |               |   |
|---------------|--|------------------------------|--|---------------|---|
|               |  | Late November 2021           | Operational structure meeting (approval of plans to be presented to the PEC)<br><br>PEC review and endorsement of the long-term provincial education plan for presentation to the Minister |               |   |
| December 2021 |  | December 2021 – January 2022 | Minister and Boards of Education endorse the long-term provincial plan   | December 2021 | Summarized feedback shared with outcome teams<br><br>Outcome teams revise plans and submit to the PEP Secretariat<br><br>OS meeting (approval of plans to be presented to the Provincial Education Council)   |
|               |  |                              |  | January 2022  | Provincial Education Council review and endorsement of the long-term provincial education plan for presentation to the Minister<br><br>Minister and Boards of Education endorse the long-term provincial plan |

**Saskatchewan Rivers Public School Division**  
**Enterprise Risk Management Framework**  
Revised January 25, 2021

**ENTERPRISE RISK MANAGEMENT FRAMEWORK**

This framework is supplementary to the Enterprise Risk Management (ERM) Administrative Procedure, and attempts to:

- Anticipate and respond to the changing business environment;
- Manage risk in accordance with leading practice and demonstrating due diligence in decision making;
- Balance the cost of controls with the anticipated benefits; and,
- Provide understanding of the need for enterprise wide risk management.

**APPROACH TO RISK MANAGEMENT**

Risk is to be identified, assessed, managed, monitored and reported in a thorough and systematic fashion in accordance with the risk management procedures outlined in this framework. As depicted in the diagram below, SRPSD's ERM approach has five stages:

1. Risk Identification;
2. Risk Assessment;
3. Risk Responses and Action;
4. Risk Monitoring; and;
5. Risk Reporting.



**1 RISK IDENTIFICATION**

Identification of risks should occur on an on-going basis (at least annually) and on an ad-hoc basis as required for significant changes or new processes, programs and initiatives. The process involves identification of key risks on a functional or strategic basis which are then integrated to derive key enterprise-wide risks.

On an annual basis SRPSD discusses and modifies, as necessary, the top risks SRPSD faces at the system/organizational level. The top risks are enterprise level risks that may prevent or restrict the

division from achieving its Strategic Plan goals. To help with the risk identification process, risks are may be categorized into various operational areas.

When identifying risks, SRPSD shall consider:

- Current and future expected risks.
- Risks associated with recent internal changes in the business.
- Risks associated with external change in the business or political environment.
- The root causes for the risks (i.e., the source of the risk: why, how, and where the risks originate, either outside the organization or within its processes or activities) in order to achieve a more rigorous risk assessment and to better position SRPSD to manage the risks.

## 2 RISK ASSESSMENT

Risk assessment will identify the significant of events that might affect the achievement of SRPSD’s objectives. Risk assessment includes consideration of the **likelihood** of a risk occurring and the **impact** of a risk on the achievement of the SRPSD’s objectives.

### *Likelihood*

The likelihood of identified risks is to be assessed by estimating the probability of the risk occurring during the planning horizon as:

| Rare   | Unlikely   | Moderate  | Likely   | Almost Certain  |
|--|--|---|--|---|
| Extremely rare in industry<br>Once in >10 years at SRPSD | Has happened occasionally in industry<br>Once in 5-10 years at SRPSD | Periodic occurrence in industry possible occurrence<br>Once in 2-3 years at SRPSD | Has occurred previously and could reasonably occur again<br>Once in 1-2 years at SRPSD | Extremely likely to occur<br>Multiple times per year at SRPSD |

### *Impact*

The impact of the identified risk is assessed by estimating how the impact would be characterized if the risk occurred:

- **Insignificant** - The consequences might be meaningful, but are dealt with by normal day-to-day operational actions and procedures
- **Minor** - The consequences would threaten the efficiency or effectiveness of some aspects of SRPSD, but would be dealt with internally.
- **Moderate** - The consequences would not threaten SRPSD’s viability, but the administration of SRPSD’s strategy would be subject to significant review or changed ways of operating.
- **Major** – The consequences would threaten the survival of SRPSD in its current form or continued effective function of a strategic area, or require the direct intervention by the Director of Education or the Board of Trustees.



## Saskatchewan Rivers Public School Division

### Enterprise Risk Management Framework

Revised January 25, 2021

- Catastrophic** – The consequences would likely result in significant organizational or structural changes at SRPSD, or likely cause major problems for SRPSD’s Stakeholders or the Ministry of Education.

The impact of identified risks is to be assessed by considering the following impact factors:

| Impact Levels<br>Impact Categories  | Insignificant                                    | Minor  | Moderate  | Major  | Catastrophic   |
|-------------------------------------|--|--|---|--|--|
| <b>Financial</b>                    | Financial impact of event is less than \$100,000 | Financial impact of event exceeds \$100K, but is less than \$500K                | Financial impact of event exceeds \$500K, but is less than \$2.5M   | Financial impact of event exceeds \$2.5M, but is less than \$15M           | Financial impact of event exceeds \$15M  |
| <b>Reputational</b>                 | One negative article in one publication          | Negative articles in more than one publication or multiple social media channels | Short term negative media focus and concerns raised by stakeholders | Long term negative media focus & sustained concerns raised by stakeholders | Stakeholders lose faith in management or Trustees                                    |
| <b>Managerial Effort / Capacity</b> | Impact can be absorbed through normal activity   | Some management effort is required to manage the impact                          | Can be managed under normal circumstances with moderate effort      | With significant management effort can be endured                          | Potential to lead to the collapse of the organization                                |
| <b>Government Relations</b>         | Routine ministerial inquiries                    | In-depth ministerial inquiries   | Concerns raised by Ministry of Education                            | SRPSD’s ability to deliver on mandate is questioned                        | Ministry loses faith in the organization   |
| <b>Legal</b>                        | Legal action threatened                          | Civil action commenced / small fine assessed                                     | Criminal action threatened / moderate fine assessed                 | Criminal lawsuit commenced / significant fine assessed                     | Jail term of any length for a Trustee / Director multiple significant fines assessed |
| <b>Student Outcomes</b>             | Immaterial impact on student achievement         | Student achievement metrics begin to show a decline                              | Parent’s complain about student achievement                         | Overall student competency levels are below standards                      | Inability to satisfactorily deliver curriculum or key programs                       |

### 3 RISK RESPONSE AND ACTION

A Risk Evaluation Matrix is used to calculate the residual risk exposure with a score of 1 – 25, based on the risk likelihood and the risk impact. The risk evaluation matrix is used to determine the top risks for SRPSD. For each identified risk, Admin Council should establish an appropriate “response option” in order to optimize risk management. Four possible response options are identified below.

- **Accept** – SRPSD accepts, manages and monitors the level of risk and takes no action to reduce the risk (e.g. cost of mitigation is great than the benefit).
- **Mitigate** – SRPSD accepts some risk by implementing control processes to manage the risk within established tolerances.
- **Transfer** – SRPSD transfers the risk to a third party (e.g. obtaining insurance).
- **Avoid** – SRPSD feels the risk is unacceptable and will specifically avoid the risk (e.g. cease the activity).

The diagrams below depict the Risk Evaluation Matrix and “response options” to residual risk ratings. This matrix is a tool only – SRPSD’s Senior Management will consider matrix results in determining key risks and will use other knowledge or “reality checks” prior to finalization.

| Risk Evaluation Matrix |               |       |          |       |              |
|------------------------|---------------|-------|----------|-------|--------------|
| 5<br>Almost<br>Certain | 5             | 10    | 15       | 20    | 25           |
| 4<br>Likely            | 4             | 8     | 12       | 16    | 20           |
| 3<br>Moderate          | 3             | 6     | 9        | 12    | 15           |
| 2<br>Unlikely          | 2             | 2     | 6        | 8     | 10           |
| 1<br>Rare              | 1             | 2     | 3        | 4     | 5            |
| <b>Likelihood</b>      | 1             | 2     | 3        | 4     | 5            |
| <b>Impact-&gt;</b>     | Insignificant | Minor | Moderate | Major | Catastrophic |

**Saskatchewan Rivers Public School Division**  
**Enterprise Risk Management Framework**  
 Revised January 25, 2021

| Guidance on Response to Residual Risk Rating |  |
|--|--|
| Risk Rating                                  | Action Required  |
| <b>Extreme<br/>(16-25)</b>                   | Mitigate, transfer or avoid. Immediate attention required. Action plan developed by risk owner |
| <b>High<br/>(10-15)</b>                      | Mitigate or transfer. Action plan for mitigation or transfer developed by risk owner.          |
| <b>Moderate<br/>(5-9)</b>                    | Accept or mitigate. Action plan for mitigation developed by risk owner.                        |
| <b>Low<br/>(1-4)</b>                         | Accept and monitor. No further action required.  |

***The Risk Register***

All top enterprise-wide risks identified and assessed will be listed and described in a risk register. With the risk register, SRPSD should also identify the lead person (Risk Owner) accountable for managing that risk as well as key risk mitigation processes or controls that are in place to address the top enterprise-wide risks. This should take the form of a succinct description of what is actually being done to manage the risk, and should only include key controls that comprise actions and processes which are demonstrably managed and clearly relate to the risk in question.

***Business Planning Process Integration***

SRPSD will ensure that the top enterprise-wide risks, and corresponding action plans, mitigating processes and controls, as documented in the risk registry are formally discussed and considered during the development of SRPSD’s strategic, business and operational plans.

**4 RISK MONITORING**

ERM requires periodic monitoring and updating of SRPSD’s risk profile to identify and react to changes in key risks affecting the organization on a timely basis. Such a monitoring process also helps ensure that risks are being analyzed to identify patterns and accumulations of risk, and help ensure that enterprise-wide responses are effectively planned and implemented where necessary.

SRPSD will engage in a high-level reviews of the risk register once per year (approximately six months after the last annual risk assessment) to identify whether new key risks have emerged or changes in existing key risks or mitigating processes have arisen since the last annual risk assessment.

## 5 RISK REPORTING

Internal and external ERM reporting minimum requirements are as follows:

### Internal

#### **Annual Reporting of Risk Assessment Results:**

Upon the completion of the annual risk assessment process, as noted in the Roles and Responsibilities portion of the ERM Administrative Procedure, the following is reported to the Board of Trustees:

- Prioritized risk register displaying the top organization-wide risks;
- The corresponding key risk mitigation processes or controls; and
- Any strategies that were developed to address key risks that were determined to be insufficiently mitigated.

#### **Status Reporting:**

At least once per year, SRPSD will engage in high-level reviews of the risk register. The following is reported to the Board:

- That the review has been undertaken;
- Any new risks that have been identified, including ranking the new risk based on the impact a likelihood criteria; and
- Significant changes in existing key risks or mitigations processes.

### External Reporting

Any discussions of risk that occur within externally facing reports, such as the Annual Report or Strategic Plan, should be consistent with the annual risk assessment results. That is, the identification of risks for external disclosure purposes should not be a completely separate process from the regular risk management process with different key risks being identified in external.

## 6 ENTERPRISE RISK MANAGEMENT TERMINOLOGY

**Enterprise Risk Management (ERM)** is an integrated enterprise-wide risk process established over time which links the management of strategic objectives to risk in order to improve organization performance. It creates a formal process for managing the myriad of risks an organization faces. ERM is not the same as a risk assessment but, the assessment of risk is an integral part of an ERM process. Specific terminology related to ERM includes:

1. **Enterprise-wide Risks:** For identification purposes, risks may occur in any one of the following categories: financial, facilities, governance, human resources, information technology & support areas, operations, reputation and strategy & vision. Risks rated as high using division tolerance levels will be deemed enterprise-wide risks.
2. **Financial Risk:** The ability for the division to achieve its financial objectives.

# Saskatchewan Rivers Public School Division

## Enterprise Risk Management Framework

Revised January 25, 2021

3. **Inherent Risk:** The possibility that risks will prevent an organization from achieving its objectives before the consideration of processes and controls are in place to manage or mitigate the risks.
4. **Impact:** Significance of a particular risk to the entity. The significance of a particular risk can range from insignificant to severe/catastrophic. Magnitude of impact is determined with respect to an organization's risk appetite, risk capacity, and organizational objectives.
5. **Legal, Compliance and Reporting Risk:** Compliance with applicable laws, regulations, reporting requirements and Board direction.
6. **Likelihood of Occurrence:** Probability that a particular risk will occur. These probabilities range from rare to almost certain.
7. **Manage:** To control or take charge of a risk in order to avoid or minimize its adverse impact on the division and to maximize its opportunity.
8. **Management Effort:** The use of resources and implementation of processes to support the division achieving its strategic objectives.
9. **Mitigate:** To lessen or minimize the adverse impact of a risk through specific management processes or internal control activities.
10. **Optimize:** To balance potential risks versus potential opportunities within the division's stated willingness or appetite and capacity to accept risk. This may require an organization to increase or decrease the amount of risk relative to the potential opportunity.
11. **Residual Risk:** Risk remaining after considering the effectiveness of management responses (i.e., processes and controls used to manage or mitigate the risks).
12. **Reputational Risk:** Real or perceived event that has the ability to impact the public confidence in the division.
13. **Risk:** An internal or external event, activity or situation that impacts the ability of the division to achieve its vision, mission, outcomes and goals.
14. **Risk Identification:** The process of identifying and understanding potential risks to the division.
15. **Risk Management:** The process of identifying, evaluating, selecting and implementing an action plan to avoid or mitigate threats and to leverage and maximize, where possible, risk opportunity.
16. **Risk Monitoring:** The process of reviewing and evaluating the effectiveness of the action plan implemented through the risk management process and identifying opportunities to minimize future reoccurrence of similar risk.
17. **Risk Opportunity:** The return which may be realized if risk is assumed but managed in a manner that maximizes its potential benefit.
18. **Risk Appetite:** Level of risk an organization is prepared to accept to achieve its goals and objectives (i.e., the level of tolerance for risk in a company).
19. **Risk Owner:** An individual that has been given the authority to manage a particular risk and is accountable for doing so.

**MEETING DATE: February 8, 2021**

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

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

**BACKGROUND**

**RE: SCHOOL TOURS 2021**

In 2020, the Board was only able to complete the first day of the proposed three days of school tours. Day 2 (April 29, 2020) and Day 3 (May 28, 2020) were cancelled due to schools not in session because of COVID Public Health orders. There is a possibility that in person school tours may not occur this spring as well.

Administration is suggesting that the school tours be held virtually this year – the same schools from last year’s schedules (attached) could be involved. Further details regarding the proposed format will be shared at the Board table.

**RECOMMENDATION**

*For Board information and consideration.*

## SCHOOL TOURS – 2021

**DAY 2:**                    **(Date)**

**Time**

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9:00 a.m.                    **Kinistino Public School (PK-12)**

*Principal: Jennifer Kulchar*

*Vice-Principal: Jana Wilkie*

9:50                         **Birch Hills Public School (K-12)**

*Principal: Barclay Batiuk*

*Vice-Principal: Rylan Michalchuk*

10:40                       **Winding River Public School (K-9)**

*Teacher: Alison Korecki*

11:10 a.m.                **St. Louis Public School (PK – 12)**

*Principal: Jaret Nelson*

*Vice-principal: Dianne Broome*

*Enrolment: 131*

**LUNCH – 12:00 to 1:00 p.m.**

1:00 p.m.                 **Osborne Public School (K - 8)**

*Principal: Greg Walker*

## SCHOOL TOURS – 2021

**DAY 3:**            (Date)

**Time**

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9:00 a.m.            **École Arthur Pechey Public School (K-8)**

*Principal:        Brandi Sparboe*

*Vice-Principal: Sherry Gunville*

9:50                    **Riverside Public School (PK-8)**

*Principal:        Leanne Tretiak*

*Vice-principal: Theresa Thorsen*

*Vice-principal: Angela Yeaman*

10:40                 **Won Ska Cultural Public School (9-12)**

*Principal:        Iain MacDougall*

11:20                 **King George Public School (PreK-8)**

*Principal:        Sterling Swain*

*Vice-principal: Jenna Cross*

**LUNCH – 12:05 to 1:00 p.m.**

1:00                    **PACI (9-12)**

*Principal:        David Lokinger*

*Vice-Principal: Ken Morrison*

1:50                    **East Central Public School (K-8)**

*Principal:        Joanne Tournier*



**MEETING DATE: February 8, 2021**

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

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

**BACKGROUND**







**RE: OUR SCHOOLS' TEAM NAMES AND MASCOTS**






Attached is a listing of all of our individual schools' team names and mascots if they have one. Currently the Saskatchewan High School Athletics Association (SHSAA) has established a committee that is examining the names of all high school teams in the province.

Consensus of the Board was to defer a discussion on this until the report from the SHSAA has been received.

**RECOMMENDATION**

*For Board information.*

| School Name                              | Team Name/Mascot   |
|--|--|
| Arthur Pechey Public School              | Team Name Arthur Pechey Eagles<br>Team Mascot an eagle   |
| Big River Public School                  | Team Name Big River Rebels<br>Team Mascot Yosemite Sam without guns<br><br>Football logo partnership with Big River   |
| Birch Hills Public School                | Team Name Marauder   |
| Canwood Public School                    | Team Name Cougars<br>Team Mascot Cougar  |
| Carlton Comprehensive Public High School | Team Name Carlton Crusaders<br>Team Mascot Sader Sam   |
| Christopher Lake Public School           | Team Name Lakers<br>Team Mascot a fish   |
| East Central Public School               | Team Name Panthers<br>Team Mascot – image of a black panther   |
| Ecole Debden Public School               | Team Name Debden Frogs<br><br>Team Mascot<br><br>Football logo partnership with Big River |
| Ecole Vickers                            | Team Name Ecole Vickers Vikings<br>Team Mascot Victor the Victorious Viking  |
| John Diefenbaker Public School           | Team Name JDPS Stingers<br><br>Team Mascot  |
| King George Public School                | Team Name King George Public School Lions<br><br>Team Mascot  |
| Kinistino Public School                  | Team Name Blues<br>Team Mascot Phoenix   |
| Meath Park Public School                 | Team Name Meath Park Mustangs<br>Team Mascot Monty the Mustang   |
| Osborne Public School                    | Team Name Osborne Stingers<br><br>Team Mascot   |
| PACI                                     | Team Name PACI Golden Bears  |
| Princess Margaret Public School          | Team Name Timberwolves   |
| Queen Mary Public School                 | Team Name Queen Mary Cougars<br>Team Mascot none   |

|                                     |  |
|-------------------------------------|--|
| Red Wing Public School              | Team Name Red Wing Rockets<br>Team Mascot none   |
| Riverside Public School             | Team Name Riverside Rams<br><br>Team Mascot  |
| Shellbrook Elementary Public School | Team Name Aardvards<br><br>Team Logo  |
| Spruce Home Public School           | Team Name Spruce Home Huskies<br>Team Mascot huskie  |
| SRPSD Learning Centre               | Do not have one yet  |
| St. Louis Public School             | Team Name St.Louis Eagles<br>Team Mascot eagle suit  |
| TD Michel Public School             | Team Name TDM Dragons<br>Team Mascot Bronco the Dragon   |
| Vincent Massey Public School        | Team Name Vincent Massey Cheetahs  |
| Wesmor School Public School         | Team Name Wesmor Wildcats<br>Team Mascot Wesley the Wildcat  |
| West Central Public School          | Team Name West Central Wolverines<br><br>Team Mascot   |
| Westview Public School              | Team Name Westview Wolves<br>Team Mascot Howler the Wolf   |
| Wild Rose Public School             | Team Name Wild Rose Warriors<br><br>Team Mascot Rosie the Cow   |
| Winding River                       | none   |
| WJ Berezowsky Public School         | Team Name Berezowsky Bears<br>Team Mascot – bear   |
| WP Sandin Public School             | Team Name Shellbrook Aardvarks<br>Team Mascot Ardie the Aardvark   |
| Wonska Public School                | No team name or mascot   |