

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

**Board Room, Education Centre**

**545 – 11<sup>th</sup> Street East**

**Prince Albert, SK S6V 1B1**

**Monday, February 12, 2024**

**Time: 2:00 p.m.**

**AGENDA (#24R-2)**

- 1. Call to order by Board Chair**
- 2. Land acknowledgement – Trustee Arne Lindberg**
- 3. Declaration of conflict of interest**
- 4. Motion to move into Closed Session**
- 5. Regular session convenes at 3:30 p.m.**
- 6. Adoption of the agenda**
- 7. Accountability reports**
  - (a) Transportation Services Accountability Report – **J. Pidborochynski**
- 8. Consent items**
  - (a) Adoption of the Regular meeting minutes – January 15, 2024
  - (b) East Central SCC Constitution Change
  - (c) Request from the Prince Albert Kiwanis Music Festival
  - (d) Board Committee Terms of Reference 2023-2024
  - (e) Revision to the 2023-2024 Board Annual Work Plan
- 9. Business arising from the previous meeting**
- 10. New business (Board Committee Reports, Trustees' items and Notice of Motions)**
  - (a) Matters and Motions brought forward from Closed Session of February 12, 2024
  - (b) External Board Committees
  - (c) Provincial Update
  - (d) Board Committees Terms of Reference for 2023-2024 for LINC / CUPE Bargaining Committees – **D. Rowden**
  - (e) Agenda Items for the upcoming Linkage Meeting with local Members of Parliament – **D. Rowden**
  - (f) SRPSD Board Legacy Committee Terms of Reference – **G. Gustafson**

11. **Reports from administrative staff**
  - (a) 2024-2025 Major and Minor Capital Projects Submission – *M. Hurd*
  - (b) Program Update – Global Sports Academy / Indigenous Languages – *J. Court / J. Hingley*
12. **Notice of Motion**
13. **Three key messages for SCC/public from meeting**
14. **Board members’ forum**
15. **Adjournment**

<b>CALENDAR OF EVENTS</b>	
<b>Thursday, February 15, 2024</b> Time: 12:00 noon to 1:00 p.m.	Virtual meeting with Members of Parliament
<b>Monday, March 18, 2024</b> Time: 2:00 p.m.	Regular meeting, Education Centre, Board Room, 545 – 11th Street East, Prince Albert, SK
<b>Thursday, March 21, 2024</b> Time: 5:30 p.m.	Joint meeting with Prince Albert Roman Catholic Separate School Division – PARCSSD Office

**FEBRUARY**

***Regular Board Meeting Agenda Items***

- Renewal of the Strategic Plan
- Review Capital Project Priorities
- Approve School Year Calendar
- Review Semi-annual Transportation Report
- Review Selected Program Initiatives (Global Sports Academy, Cree Language Program, Michif Language Program and others)

***Budget Considerations***

- Review budget development progress

***Events/Action***

- Elders Council / Winter Pipe Ceremony
- SCC / SRSC Engagement Meeting

**MARCH**

***Regular Board Meeting Agenda Items***

- Review Progress of Board Advocacy Plan
- Review Legal Update of any outstanding cases
- Review Quarterly Statement of Financial Position and Operations
- Enterprise Risk Management Summary Report
- Review agenda items for the City/School Board Liaison Committee

***Events/Action***

***Budget Considerations***

- Review Budget Development Progress

**MEETING DATE:** February 12, 2024

<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 checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	
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:**

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

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

**Background Information:**

Saskatchewan Rivers Public School Division (SRSD) offers transportation services to 31 of our 32 schools with Winding River Colony School being the exception. High school students from the Christopher Lake Area are also transported to St. Mary High School.

The following statistics are a summary of the transportation services as of January 31<sup>st</sup>, 2024 with a five-year comparison including January 31<sup>st</sup>, 2023, January 31<sup>st</sup>, 2022, January 31<sup>st</sup>, 2021 and January 31<sup>st</sup>, 2020

Performance Indicator*	Results				
	Jan 31, 2024	Jan 31, 2023	Jan 31, 2022	Jan 31, 2021	Jan 31, 2020
Total students transported	3,321	3,179	3,368	3,210	3,879
Number of transportation routes	105 (25 contracted)	106 (25 contracted)	112 (25 contracted)	112 (25 contracted)	112 (25 contracted)
Number of unfilled routes	-	-	-	-	-
Number of cancellations (days):	254	350.50	739.50	470	202
Mechanical	8.5	5.0	16.5	3.5	10.5
Weather	210	326.50	685.5	452.5	183
No substitute driver	35.5	19	25.5	14	8.5
Covid related	-	-	12	-	-
Average age of bus fleet (years)	8	7	8	8	8
Capacity utilized on bus (average)	50%	50%	51%	49%	59%
Average <b>urban</b> one-way ride time (in minutes)	14	14	14	14	16
Average <b>rural</b> one-way ride time (in minutes)	27	29	27	25	26
Longest <b>urban</b> one-way ride time (in minutes)	75	80	50	48	55
Longest <b>rural</b> one-way ride time (in minutes)	95	95	95	90	90
City bus passes purchased	1,266	915	80	n/a	n/a
Complaints of a serious nature	0	3	1	-	1

Emerging issues: None identified

**MEETING DATE:** February 12, 2024

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	<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:** N. Finch, Director of Education **ATTACHMENTS** [v]

**BACKGROUND**

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

- January 15, 2024 Regular Meeting Minutes

**RECOMMENDATION**

*That the minutes of the Regular meeting of January 15, 2024 be approved as presented.*

**NO. #2024R-1 (MONDAY, JANUARY 15, 2024)**

**MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO. 119 FOR THE BOARD OF EDUCATION HELD ON MONDAY, JANUARY 15, 2024, AT 2:00 P.M. IN THE BOARD 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

**MR. G. GUSTAFSON**, Trustee

**MR. B. HOLLICK**, Trustee

**MR. A. LINDBERG**, Trustee

**MR. A. NUNN**, Vice-Chair

**MS. D. ROWDEN**, Board Chair

**MS. J. SMITH-WINDSOR**, Trustee

**DR. M. VICKERS**, Trustee

**MR. B. YEAMAN**, Trustee

**SENIOR ADMINISTRATION**

Mr. N. Finch, Director of Education

Mr. T. Michaud, Superintendent of Schools

Mr. J. Pidborochynski, Chief Financial Officer

Mrs. J. Ward, Administrative Services Officer

J. Smith-Windsor provided her verbal land acknowledgement for the school division. Trustees were given an opportunity to declare a conflict of interest.

**MOTION TO MOVE INTO CLOSED SESSION:**

**#24R-1**

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

***Carried.***

Regular meeting resumed.

**OTHERS:**

M. Oleksyn, Prince Albert Daily Herald

**ADOPTION OF THE AGENDA:**

**#24R-2**

***Moved by C. Bloom that the agenda be approved as presented.***

***Carried.***

**ACCOUNTABILITY REPORTS:**

**(a) SRPSD Inclusive Education Accountability Report**

Kelly Gerhardt, Mental Health & Wellness Consultant along with Reagan Jacobsen, Mental Health Capacity Coordinator at PACI, attended the meeting to share information on Mental Health and Wellbeing in the division. The Inclusive Education Accountability Report was provided for information. There was an opportunity for trustees' feedback and questions during the presentation.

**#24R-3**

***Moved by B. Hollick that the Board confirm that the intent of Policy 13 and 14 and the Board’s 2021-2024 Strategic Plan expectation for student learning, achievement, community engagement and professional development have been met and that Inclusive Education Accountability Report be referred to the Director Evaluation process.  
Carried.***

**CONSENT ITEMS:**

**#24R-4**

***Moved by G. Gustafson the following consent items be approved:***

***(a) That the minutes of the Regular meeting of December 11, 2023 be approved as presented.***

***(b) Administrative Procedure Changes – AP 206 and AP 555.***

***(c) That the Board approve the Financial Statements for the first quarter ending November 30, 2023.***

***(d) That the 2023-2024 Board Annual Work Plan be approved as revised.***

***(e) That the Board request that the following schools be designated for French Immersion programming purposes for the 2024-2025 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.***

***(f) That the constitution for the SCC for École Debden Public School be approved with the proposed changes.***

***Carried.***

**NEW BUSINESS:**

**(a) Verbal Update Regarding Agenda Items for PAATA Executive Meeting in January 2024**

The Board reviewed agenda items for the upcoming joint meeting on January 17, 2024. The agenda will be sent out prior to the meeting.

**(b) Agenda Items for Upcoming Linkage Meetings – First Nations Representative Gathering and RM Gathering on January 29, 2024.**

Discussion took place regarding the upcoming linkage meeting and the number of confirmed attendees. Consensus was to cancel the RM Gathering on January 29, 2024 due low confirmed attendees.

A decision regarding the continuance of the First Nations Representative Gathering on January 29, 2024 will be made by Board Chair, in consultation with Director later this week.

**(c) Establishment of the SRPSD Legacy Committee**

**#24R-5**

***Moved by D. Rowden that C. Bloom, G. Gustafson, and J. Smith-Windsor be named to the Legacy Board Committee and that administrative support be determined by the Director of Education, and that the Committee’s Terms of Reference be brought to a future Board meeting for approval.***

***Carried.***

- (c) **Update on Linkage Meeting with Prince Albert Roman Catholic Separate School Board**  
Prince Albert Separate School Board is now holding a Board meeting on Monday, January 29, 2024 and requested that the joint meeting be postponed until Thursday, March 21, 2024 at 5:30 p.m. Consensus of the Board was to accept the date.
- (d) **Committee Chairs / Terms of Reference**  
Trustees were asked to confirm the chairs of the Board Committees/representatives in preparation for the Terms of References to be approved at the February 12 Board meeting,
- (e) **Upcoming SSBA Trustee Academy Virtual Sessions**  
The SSBA will be holding virtual Lunch & Learn sessions between January 24 and February 2 to facilitate the 2024 Trustee Academy. If trustees are attending any session, they are asked to let D. Rowden and J. Ward.
- (f) **Support for Bill C-322 – National Framework for School Nutrition Program Act**  
Board Chair Rowden received an email from the SSBA President regarding a federal advocacy opportunity in support of Bill C-322. The SSBA is requesting member boards to submit a letter to their Members of Parliament (MPs) in support of Bill C-322.

**#24R-6**

***Moved by G. Gustafson that the Board send a letter of support for Bill C-322 – National Framework for School Nutrition Program Act.***

***Carried.***

A suggestion was made to include this in the Board Highlights to encourage SCCs to support this Bill.

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

- Bill C-322.
- Minister Cockrill's Visit.
- Inclusive Education Accountability Report.

**BOARD MEMBERS' FORUM:**

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

**MOTION TO MOVE INTO CLOSED SESSION:**

**#24R-7**

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

***Carried.***



**NEW BUSINESS:**

**(a) Motions from the Closed Session of January 15, 2023:**

**#24R-8**

*Moved by D. Rowden that the following motion be brought forward:*

- 1. That the Out-of-Scope Committee recommendations regarding the Out-of-Scope salary review be approved.*

*Carried.*

- 2. That Board decline the opportunity to swap land with the City of Prince Albert.*

*Carried.*

- 3. That the Board approve the 2024-2025 school year calendar as presented and request administration to distribute the calendar following Ministry confirmation of legislative compliance.*

*Carried.*

- 4. That the Board approve the change to internally restricted surplus listing as presented.*

*Carried.*

**ADJOURNMENT:**

**#24R-9**

*Moved by A. Lindberg that the meeting adjourn. (5:50 p.m.)*

*Carried.*

**SIGNATURES:**

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

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

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

**MEETING DATE:** February 12, 2024

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	<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>2.5</u>	

**FROM:** G. Tebay, Superintendent of Schools **ATTACHMENTS**

**BACKGROUND**

**RE: EAST CENTRAL SCC CONSTITUTION REVISION**

Attached is the revised constitution for the School Community Council for East Central Public School for Board approval.

**RECOMMENDATION**

*That the revised constitution for the SCC for East Central Public School be approved.*

## **The School Community Council of East Central School 1 Membership**

### **1.1 Representative Membership**

The School Community Council will have the following Representative Members:

- A minimum of 5 parent and community members elected at the Annual General Meeting

### **1.2 Permanent Members**

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher

## **2 Officers**

2.1 The following School Council Officers will be elected from among the Representative Members (Parent, Community, Student and First Nations Members):

- Chairperson
- Vice-Chairperson
- Secretary

The roles and responsibilities of officers can be found in Appendix A of this constitution.

All officer positions will be for a period of two years.

## **3 School Community Council Meetings**

### **3.1 Annual General Meeting**

The Annual General meeting will be held in November of each year. During this meeting School Community Council members will be selected and officers will be chosen.

3.2 The School Community Council will be scheduled at least 5 times per school year.

### 3.3 Model of Governance

#### **The Representative Model**

The School Community Council represents the wider school community. Meetings are open to the public but only members of the School Community Council may decide upon matters brought before the SCC. The School Community Council reports to the school community using a communication strategy, an annual report and the Annual General meeting.

### 3.4 Voting

On matters requiring a formal vote, only Representative Members of the School Community Council may vote.

### 3.5 Quorum

A quorum of the School Community Council shall be a majority of the Representative Members.

## **4 Public Consultation and Communication**

The School Community Council will consult with the school community through the following strategies:

- Edsby;
- Newsletters;
- East Central Public School Web Page;
- East Central Public School Facebook Page; and
- East Central Alumni Facebook Page.

The School Community Council will communicate with the school community and the Board of Education through the following strategies:

- Meeting minutes

## **5 School Community Council Code of Conduct**

The School Community Council will adopt the Code of Conduct of the Saskatchewan Association of School Councils which can be found in Appendix B of this constitution.

## **6 Conflict of Interest**

School Community Council members may occasionally find themselves in a conflict of interest in terms of some issue under consideration by the S.C.C. When this happens, the Member should declare that they are in a conflict of interest situation and leave the room for the portion of the meeting, thus refraining

from participating in the discussion. The Member should not vote on any decision made on the issue.

## **7 Decision-Making Process**

### **Majority Vote Model**

The issue is discussed and a vote is taken. The majority vote decides the issue.

## **8. Handling Complaints or Concerns**

8.1 Complaints or Concern about an Individual Student or Staff Member Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. Board of Education Policy 2040 Parent and Student Concerns outlines the appropriate procedure to resolve complaints or concerns.

8.2 Complaints or Concerns about School Community Council Initiatives or Activities

### **8.2.1 Informal Complaints or Concerns**

Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about S.C.C. initiatives or activities expressed informally to members of the School Community Council may be addressed immediately by the Member. If a Member is unsure of the appropriate response, they should say so but indicate that they will check and get back to the individual. If such a commitment is made the Member must follow through. After responding to the complaint or concern the Member should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the Member should explain how the concern or complaint could be brought to the attention of the School Community Council in a more formal manner.

### **8.2.2 Formal Complaints or Concerns**

Concerns or complaints can be brought to the attention of the School Community Council by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the School Community Council at an upcoming meeting. The School Community Council will provide a written response regarding how they have or will address the concern or complaint.

## **9 Conflict Resolution Process**

The Conflict Resolution Process will be used by the School Community Council to address both internal conflict, which may occur among individuals within the School Community Council and external conflict that may occur between the School Community Council and individuals, groups or organization outside of the S.C.C. The conflict resolution process is outlined in A Handbook for School Community Councils and Principals (p 99).

If reasonable attempts to resolve the conflict have been unsuccessful, the principal or the chairperson will contact the Superintendent of Schools.

## **10 Committees**

The School Community Council will act in a coordination role for committees operating in support of the S.C.C. and the school program.

The School Community Council may form committees on a needs basis.

## **11 Amend the Constitution**

The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.

# Appendix A

## Roles and Responsibilities of School Community Council Officers

### The **Chairperson** will:

- conduct meetings of the School Community Council;
- ensure that all members have input to discussion and decisions;
- prepare meeting agendas in consultation with the Principal and other School Community Council Members;
- oversee operations of the School Community Council;
- establish networks that support the School Community Council; and,
- act as a spokesperson for the School Community Council.

### The **Vice-Chairperson** will;

- support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and,
- perform responsibilities assigned by the Chairperson.

### The **Secretary** will;

- take minutes at School Community Council meetings;
- receive and send correspondence on behalf of the School Community Council;
- take charge of any official records of the School Community Council; and,
- ensure that appropriate notice is given for all meetings of the School Community Council.

## **Appendix B School Community Council Code of Conduct**

1. The School Community Council of East Central School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. A member of the School Community Council who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a member of a School Community Council:
  - i. Upholds the constitution and bylaws, policies and procedures of the School Community Council.
  - ii. Performs their duties with honesty and integrity.
  - iii. Works to ensure that the well-being of students is the primary focus of all decisions
  - iv. Respects the rights of all individuals.
  - v. Takes direction from the members, ensuring that the representation processes are in place.
  - vi. Encourages and support parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - vii. Works to ensure that issues are resolved through due process.
  - viii. Strives to be informed and only passes on information that is reliable and correct.
  - ix. Respects all confidential information.
  - x. Supports public education.

Source: Saskatchewan Association of School Councils



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<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<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>2.10</u>	

**FROM:** Neil Finch, Director of Education

**ATTACHMENTS** [ ]

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**BACKGROUND**

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**RE: REQUEST FROM THE PRINCE ALBERT KIWANIS MUSIC FESTIVAL**

The P.A. Kiwanis Music Festival Association is requesting a donation of \$200.00 for band scholarships for the local young performers at the Music Festival 2024. Previously, the Board's usually donated \$300.00 that was applied towards the instrumental and vocal scholarships.

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**RECOMMENDATION**

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***That the Board contribute a donation of \$200.00 for scholarships to the P.A. Kiwanis Music Festival Association for the Music Festival 2024.***

**MEETING DATE: February 12, 2024**

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	<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</u>	

**FROM: N. Finch, Director of Education** **ATTACHMENTS**

**BACKGROUND**

**RE: REVISION TO THE 2023-2024 BOARD ANNUAL WORK PLAN**

The attached 2023-2024 Board Annual Work Plan has been revised to reflect the following changes:

- *Renewal of the Strategic Plan* has been changed to April and **Revision** of the Strategic Plan.

The revised Annual Work Plan is attached.

**RECOMMENDATION**

*That the 2023-2024 Board Annual Work Plan be approved as revised.*

# BOARD ANNUAL WORK PLAN – 2023-2024

The Board believes the annual work plan should accurately reflect the work of the Board and may be amended any time during the year by motion of the Board.

## **AUGUST/SEPTEMBER**

### ***Regular Board Meeting Agenda Items***

- Consider nomination of a program for the Premier's Award for Innovation
- Review Board Development Plan
- Review Board Advocacy Plan
- Draft Resolutions for Submission to the SSBA Convention
- Review Auditor's Plan
- Review Human Resources Accountability Report

### ***Events/Action***

- Saskatchewan Rivers Student Voice Workshop (include Strategic Plan review)
- Elders Council / Summer Pipe Ceremony
- MLAs Meeting

### ***Budget Considerations***

- Budget Work Plan

## **OCTOBER**

### ***Regular Board Meeting Agenda Items***

- Approve Board Advocacy Plan
- Approve Resolutions (if any) for Saskatchewan School Boards Association Annual Convention
- Review Legal Update of any outstanding cases
- Review Draft Annual Report and Provide Direction, if any
- Review Student Learning Accountability Report
- Review School Learning Improvement Plans Accountability Report
- Complete the Board Competency Matrix

### ***Events/Action***

- P.A.A.T.A. New Teacher Induction Event
- SCC Orientation Session

### ***Budget Considerations***

- Review, amend or adopt budget development timelines, principles and guidelines

## **NOVEMBER**

### ***Regular Board Meeting Agenda Items***

- Hold Organizational Meeting – Elections, Appointments and Establish Committees
- Appoint Voting Delegates and Allocate Votes for the SSBA Convention
- Approve Annual Report for Submission to Ministry of Education
- Approve Board Development Plan
- Approve the Audited Financial Statements
- Review Audit Report and Management Letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)

### ***Events/Action***

- SSBA Fall General Assembly
- Public Section General Meeting
- Elders Council / Fall Pipe Ceremony
- SCC Regional Meeting – rural (*pilot*)

### ***Budget Considerations***

- Review operations and priorities for next fiscal year

## **DECEMBER**

### ***Events/Action***

- Board/Director Check In

## **JANUARY**

### ***Regular Board Meeting Agenda Items***

- Review Parameters and Consider Approval for Draft School Year Calendar
- Review Inclusive Education Accountability Report
- Review Initial Projected Enrollment for Next Year
- Review Quarterly Statement of Financial Position and Operations
- Finalize Board and Director Evaluation Date and Plans

### ***Events/Action***

- P.A.A.T.A. Executive Joint Meeting
- P.A. Separate School Division Joint Board meeting
- School tours
- First Nations Representatives Gathering
- RMs Gathering

### ***Budget Considerations***

- Review Potential Budget Additions or Deletions for Next Budget Year

## **FEBRUARY**

### ***Regular Board Meeting Agenda Items***

- ~~Renewal of the Strategic Plan~~
- Review Capital Project Priorities
- Approve School Year Calendar if required
- Review Semi-annual Transportation Report
- Review Selected Program Initiatives (Global Sports Academy, Cree Language Program, Michif Language Program and others)

### ***Budget Considerations***

- Review budget development progress

### ***Events/Action***

- Elders Council / Winter Pipe Ceremony
- SCC / SRSC Engagement Meeting

## **MARCH**

### ***Regular Board Meeting Agenda Items***

- Review Progress of Board Advocacy Plan
- Review Legal Update of any outstanding cases
- Review Quarterly Statement of Financial Position and Operations
- Enterprise Risk Management Summary Report
- Review agenda items for the City/School Board Liaison Committee

### ***Events/Action***

### ***Budget Considerations***

- Review Budget Development Progress

## **APRIL**

### ***Regular Board Meeting Agenda***

- Review Progress of Board Development Plan
- Review Maintenance Accountability Report
- Revision of the Strategic Plan

### ***Events/Actions***

- SSBA Spring General Assembly
- Public Section Meeting
- SCC Regional Meeting – urban (*pilot*)

### ***Budget Considerations***

- Review Budget Development Progress

## **MAY**

### ***Regular Board Meeting Agenda Items***

- Approve Preventative Maintenance and Renewal Program and amendments
- Establish School Community Council Clusters for the Next Year

### ***Events/Action***

- Board/Director Evaluation
- Elders Council / Spring Pipe Ceremony
- School tours
- Attend achievement nights and graduation ceremonies
- SCC Regional Meeting – rural (*pilot*)

### ***Budget Considerations***

- Review Preliminary Budget

## **JUNE**

### ***Regular Board Meeting Agenda Items***

- Approve Annual Work Plan
- Approve Board Meeting Schedule for the Next Year
- Final Budget Approval, unless previously approved
- Review Quarterly Statement of Financial Position and Operations
- Review Semi-annual Transportation Report
- Review TRC – Call to Action Priority Progress
- Review Stakeholders Engagement Accountability Report
- Establish Dates for Board/Director Seminar

***Events/Action***

- Public Section General Meeting
- Attend achievement nights and graduation ceremonies
- Board's Recognition Event and school-based recognition events

**JULY*****Events/Action***

- Canadian School Boards Association (CSBA) Congress

**ONGOING**

- Consider new developments and directions from Ministry of Education.
- Attend meetings as determined by the Board.
- Engage in individual trustee development approved.
- Engage in celebration/recognition of students, staff and community.
- Attend School Community Council meetings as scheduled and upon invitation.
- Attend standing and ad hoc committee meetings as assigned.
- Update legacy document in the second and final year of the Board's term of office.
- Review the electoral boundaries and representation in the second year of the Board's term of office.

**MEETING DATE:** February 12, 2024

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

**FROM:** D. Rowden, Board Chair

**ATTACHMENTS**

**BACKGROUND**

**RE: BOARD COMMITTEES TERMS OF REFERENCE FOR 2023-2024**

The following committees/Board representative Terms of Reference for 2023-24 have been updated. The changes to each terms of references have been highlighted for easy reference.

- Board Development Committee
- Facilities Committee
- Policy Committee
- Out of Scope Committee
- Saskatchewan Rivers Students for Change
- Student Discipline Committee
- Trustee Representative on Vice-Principal Selection Committee
- Trustee Representative on Principal Selection Committee

**RECOMMENDATION**

***That the Terms of Reference for Board Development Committee, Facilities Committee, Policy Committee, Out of Scope Committee, Saskatchewan Rivers Students for Change (SRSC), Trustee Representative on the Principal Selection Committee, and Trustee on the Vice-principals Selection Committee be approved.***

## **Board Development Committee Terms of Reference**

### **1. Purpose of the Committee:**

The purpose of the Board Development Committee is to:

- Review the Office of the Provincial Auditor's findings related to *Equipping the Board with the Knowledge and Competencies to Govern* (Chapter 13, 2015 Report, Volume 1, June 3, 2015 and Chapter 28, 2018 Report, Volume 1, June 7, 2018).
- Review existing self-assessment tools utilized by Boards of Education and/or the SSBA.
- Develop and recommend an effective tool and process to self-assess and monitor knowledge, competencies, and strengths in governance.

### **2. Background**

The K-12 Education Governance Review 2016-2017, as well as process audits in the area of Board Governance undertaken between 2015-2018, has underscored the importance of developing effective self-assessment and monitoring processes that support Board development, knowledge acquisition and skills development in the complex area of governance. This work responds to and supports the Board Development Plan 2021-22-

### **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.
- Implementing strong governance practices.
- Reading and being familiar with the documents.

### **4. Composition of the Committee:**

The committee shall be composed of three trustees, including the Vice-Chair with administrative support as determined by the Director of Education.

### **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 recording minutes.
  - ensuring the purpose/deliverables of the committee are achieved.
- Committee members are responsible for reading, preparation and contributing to the committee work.

### **6. Meetings:**

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



**7. Expenses:**

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

**8. Reporting/Communication:**

The committee chair (or designate) will report on the progress of the committee to the Board and prepare a final written report (with recommendations if appropriate) for Board consideration at one of the June Board meetings.

**9. Decision Making**

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

## **Facilities Committee Terms of Reference**

### **1. Purpose of the Committee:**

To provide an updated facilities report and recommendations to the Board regarding future school usage, capital needs and capital planning request.

### **2. Background**

The Board established the committee to update our previous facilities report and capital plan. As the Division has experienced changes to enrolment, education and regulations along with drastic change in education finance; the Board recognized the need for updating our plans regarding facility needs and usage.

### **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:**

The committee shall be composed of four trustees appointed at the Organizational meeting each year. Administrative support includes Superintendent of Facilities, Chief Financial Officer and Director of Education (as required).

### **5. Roles and Responsibilities:**

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

### **6. Meetings:**

- Meetings will be called by the committee chair, but at least annually after the Organizational meeting.
- Meetings at a location at a location agreed upon by the Committee or via conference call/virtual means as needed.

### **7. Expenses:**

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

**8. Reporting/Communication:**

The committee chair will report on the progress of the committee to the Board and review the final report of the Facility Master Plan for Board consideration. Recommendations for major and minor capital submissions will be submitted the end of February of each year.

**9. Decision Making**

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

Approved:

## **Out of Scope Committee Terms of Reference**

### **1. Purpose of the Committee:**

The Committee provides Board assurance and monitoring of appropriate Out of Scope staff compensation by meeting with the Director, reviewing relevant data and annually making recommendations to the Board related to compensation for all out of scope staff. In addition, the committee will review the emergency succession plan for the Director of Education.

### **2. Background**

Committee is created and guided by Board Policy 9: Board Committees.

### **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:**

Membership is outlined in Policy 9 and consists of Board Chair and Vice Chair with administrative support provided by the Director of Education.

### **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.
  - ensuring the purpose/deliverables of the committee are achieved.
- The administrative support person will record minutes and send them to the Chair after the meeting for review and distribution. Administrative support will facilitate the committee access to information required for decisions.
- Committee members are responsible for contributing to the committee work.

### **6. Meetings:**

- Meetings will be called by the committee chair, but at least annually after the Organizational meeting.
- Meetings at a location at a location agreed upon by the Committee or via conference call/virtual means as needed.

### **7. Expenses:**

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

**8. Term of the Committee:**

Established as a standing committee by Policy 9.

**9. Reporting/Communication:**

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

- Within the first three months of a newly elected Board's term, the committee will provide the Board with a report that includes the current Out of Scope Salary grid and the current Out of Scope contract template.

**10. Out of Scope Salary review**

All Out-of-scope salaries will be reviewed once every four years. The review will be completed prior to the end of the 4<sup>th</sup> year of the Board's term. An administrative committee, comprised of the Director, CFO, and Human Resources Manager, will review the current salaries of out-of-scope employees and compare them to the provincial average. A recommendation will be brought forward to ensure we are at the provincial average as a minimum, which will enhance our ability to be a competitive employer. After receiving approval from the Out-of-Scope Committee, the finalized salary recommendations will be presented to the Board.

**11. Decision Making**

The committee will endeavor to work to consensus in decisions around the work undertaken but chair will call for a vote on decisions, as he/she deems appropriate. As with all committees, any decisions which impact the division will be subject to board approval prior to implementation.

## SRPSD Policy Committee Terms of Reference

### 1. Purpose of the Committee:

The role of the Policy Committee is to support the Board's role in identifying, amending and developing policy and to support the Board in undertaking a continuous and systematic review of its policies. The Policy Committee is to review those policies referred by the Board to ensure they are current and accurately reflect the Board's 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 to this document for reference.

The ad hoc committee recommended in its final report that a Policy Committee be established following the 2020 election to address unfinished work of the committee. The Policy Committee was appointed as a standing committee at the 2020 organizational meeting. **At the November 2023 Organizational Meeting, the Board made the decision to have all trustees appointed to this committee.**

### 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: All trustees**

**Admin Support: Director of Education, and others as needed.**

### 5. Roles and Responsibilities:

- a. The committee chair (or designate) is responsible for:
  - i. calling the meetings, setting the agenda and sending notice to committee members.
  - ii. chairing the meetings and ensuring the recording of minutes.
  - iii. ensuring the purpose/deliverables of the committee are achieved.
- b. Committee members are responsible for contributing to the committee work.
- c. The committee is to develop and adopt a work plan, which will include an evaluation of the committee every 2 years (minimum).

### 6. Meetings:

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

**7. Expenses:**

- a. Costs of the committee are borne by the Board.
- b. 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.).
- c. 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 appointment occurs at the Organizational Meeting, annually..

**9. Decision Making:**

Policy decisions made at the committee level will be placed on the next Board meeting agenda for formal approval.

**10. 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.~~

**11. 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.~~

Approved:

## **Saskatchewan Rivers Students for Change (SRSC) Committee Terms of Reference**

### **1. Purpose of the Committee:**

The purpose of the SRSC committee is to support the work of the SRSC, to mentor student board representatives to engage students in the governance of the school division with a focus on improved outcomes for students, and to promote and develop student leadership in the division and province.

### **2. Background:**

In its pursuit to improve decision-making, the Board committed to a set of visionary goals; to directly involve students in the governance of the school division; to provide for a mechanism where students could share their perspectives and opinions on education with their locally elected trustees; to maximize student voice and the opportunities available for young people to engage in division-wide leadership and capacity building; and to become the first school division in the province of Saskatchewan to allow for formal representation of student trustees at the board table. What began as a board-initiated effort to allow student trustees a seat and a voice at the board table has become an invaluable part of the culture of the Saskatchewan Rivers Public School Division.

Amplifying student voice in the decision-making structures of the school division has also paved the way for partnership building, innovation, enhanced student engagement and a critical cultural shift in school and division culture where students are invited to lead change and affect student achievement and outcomes. In 2023 the positions of student trustees were converted to student board representatives at the request of the SRSC group. This was also changed in the SRSC constitution as it better reflects the role of students' participation with the Board in the discussion and decision-making process.

### **3. Member Expectations:**

The committee chair (or designate) is responsible for:

- Booking meeting space, calling meetings, setting the agenda, and sending notice to committee members.
- Chairing the meeting and recording minutes.
- Ensuring the purpose and deliverables of the committee are achieved.

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 committee and its objectives.

### **4. Composition of the Committee:**

The SRSC committee shall be composed of at least three trustees, selected annually at the Organizational meeting with administrative Support – Superintendent of Schools. A quorum represents any two committee members.



**5. Committee Roles and Responsibilities:**

SRSC committee members shall:

- Select, on an annual basis, a committee chair and review/approve the terms of reference.
- Support the election of SRSC executive on an annual basis.
- Work jointly with the SRSC directly or indirectly to bring forward board directed topics at executive meetings or meetings of the whole SRSC.
- Support the renewal and alignment of the SRSC strategic plan and work plans and work towards alignment with the division strategic plan.
- Review SRSC annual expenses and make an annual recommendation to the board of education for a budget allocation to the SRSC for the purposes of student leadership development.
- Work proactively to help connect students with possible external sources of educational opportunities.
- Evaluate yearly the committee's support of the SRSC.

**6. Meetings:**

Committee members shall:

- Meet a minimum of three times per year and/or at the call of the chair.
- Attend meetings of the SRSC and meetings of the SRSC executive.

**7. Expenses:**

The committee shall operate on a near-zero cost basis by attaching committee meetings to existing scheduled meetings and events of the board of education.

**8. Term of the Committee:**

The SRSC is a standing committee of the Board, established through policy (Policy 9) and appointed annually at the Organizational meeting of the Board of Education.

**9. Reporting/Communications:**

The committee chair (or designate) will table meeting minutes and prepare a written report with recommendations (if appropriate) for the board for consideration. The committee shall utilize an online platform to house committee minutes, reports and other relevant information.

**10. Decision-Making:**

The committee will work towards consensus in their decisions but the chair will call for a vote where appropriate.

## Student Discipline Committee Terms of Reference

### 1. **Purpose of the Committee:**

The purpose of the Student Discipline Committee is to carry out the Board's delegated authority to review appropriate student discipline incidents and take action as outlined in Board Policy and the *Education Act, 1995* and its relevant Regulations.

### 2. **Background**

The committee is constituted at the Board's Organizational meeting and its structure and function is outlined in Policy 9:

#### *3.1 Membership*

*Four trustees selected annually at the Organizational meeting.*

#### *3.2 Terms of Reference*

*3.2.1 The Committee shall consist of four trustees, the Director, appropriate Superintendent and relevant Principal.*

*3.2.2 The Committee shall select one of the four trustees as its chair.*

*3.2.3 The student(s) and the parents/guardians shall be invited to attend appropriate portions of the committee's meeting.*

*3.2.4 The Student Discipline Committee will confirm, modify or remove the suspension. The suspension may be increased to not more than one year or total expulsion could be recommended.*

*3.2.5 The Student Discipline Committee will make its decision, notify the student and the parents/guardians of its decision and will report its decisions to the Board at the next regular board meeting.*

*3.2.6 Any suspensions of more than three days shall be referred to the committee for deliberation.*

#### *3.3 Meetings*

*At the call of the Chair but in a timely manner to comply with all statutory provisions*

### 3. **Member Expectations**

Committee members are expected to demonstrate a commitment to:

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

### 4. **Composition of the Committee:**

The committee shall be composed of four trustees appointed annually at the organizational meeting. The administrative support for the committee is the Director of Education.

### 5. **Roles and Responsibilities:**

- a. The committee chair (or designate) is responsible for
  - i. Calling the meetings, setting the agenda and sending notice to committee members.

- ii. Chairing the meetings and ensuring minutes are recorded.
  - iii. Achieving the purpose/deliverables of the committee.
- b. Committee members are responsible for reading, preparation and contributing to the committee work.

**6. Meetings:**

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

**7. Expenses:**

- a. The costs of the committee are borne by the Board.
- b. Meetings are expected to be arranged in a manner that reasonably minimizes costs (at locations that are conveniently central to members and rent-free, at times connected to other Board events, if possible, when meal costs are not required, etc.)
- c. 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 a permanent committee of the Board. Members will continue to serve on the committee until new members are appointed by the Board.

**9. Reporting/Communication:**

- a. Upon receipt of a Suspension Report from the Director, committee members can choose to investigate further or accept the report as presented. Members will indicate their choice by contacting the chair within an appropriate time:
  - i. Within 5 days of the start of any 10-day suspension.
  - ii. At least two days prior to the end of any suspension of less than 10 days.
- b. The Committee Chair will confirm as soon as practicable with the Director the committee's choice to investigate further or accept the report.
- c. The committee chair (or designate) will report to the Board:
  - i. The number of suspensions, length of suspensions, any concerning trends or other details the committee determines.
  - ii. The results of any investigations to confirm, modify or remove a suspension.
  - iii. Any time the committee is recommending expulsion or other circumstances where the committee seeks the whole board to consider disciplinary action.

**10. Decision Making**

The committee will endeavor to work to consensus on decisions around the work undertaken but the chair will call for a vote on decisions, as he/she deems appropriate. *The Education Act, 1995* and relevant regulations are the final authority on all decisions and actions related to student discipline.

Approved:

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

**1. Purpose of the Committee:**

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

**2. Background**

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

**3. Member Expectations**

Committee members are expected to demonstrate a commitment to:

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

**4. Composition of the Committee:**

The committee shall be composed of one trustee along with the Director and the Superintendent of Schools responsible for Human Resources.

**5. Roles and Responsibilities:**

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

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

**6. Meetings:**

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

**7. Expenses:**

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

**8. Term of the Committee:**

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

**9. Reporting/Communication:**

Board appointment of its representative occurs at the Organizational Meeting, annually.

**10. Decision Making**

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

**SRPSD REPRESENTATIVE FOR VICE-PRINCIPAL  
SELECTION COMMITTEE  
Terms of Reference**

**1. Purpose of the Committee:**

To be involved with the selection and recruitment of vice-principals for the school division.

**2. Background:**

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

**3. Member Expectations:**

Committee members are expected to demonstrate a commitment to:

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

**4. Composition of the Committee:**

The committee shall be composed of one trustee and the Superintendent of Schools responsible for Human Resources.

**5. Roles and Responsibilities:**

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

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

**6. Meetings:**

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

**7. Expenses:**

- Costs of the committee are borne by the Board.
- Interviews are expected to be arranged in a manner that reasonably minimizes costs. (at locations that are conveniently central to members and rent-free, at time connected to other Board events if possible, when meal costs are not required, etc.).

**8. Term of the Committee:**

The Board appointment of its representative occurs at the Organizational Meeting, annually.

**9. Reporting/Communication:**

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

**10. Decision Making:**

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

Approved:

**MEETING DATE: February 12, 2024**

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

**FROM: D. Rowden, Board Chair**

**ATTACHMENTS**

**BACKGROUND**

**RE: BOARD COMMITTEES TERMS OF REFERENCE FOR 2023-2024 FOR LINC / CUPE BARGAINING COMMITTEES**

The LINC and CUPE Bargaining Committee terms of references are attached and the changes have been highlighted for easy reference.

There is a variation in No. 7 – Expenses for the Board representative on these two committees and should align with both committees.

**RECOMMENDATION**

*For Board direction.*



**1. Purpose of the Committee:**

The role of the board representative on the CUPE Bargaining Committee is to be knowledgeable and educated in bargaining provide a visible board presence at the CUPE negotiating table, to represent the interests of the employer and to actively contribute a successful and good-faith bargaining process.

**2. Background:**

CUPE negotiations historically involved direct board involvement, a practice that had been discontinued in favor of using professional (staff) negotiations only. A board representative was added back in recent years as it was recognized that this could further strengthen the relationship between CUPE and the Board. We currently have a five-year agreement that expires July 31, 2025.

**3. Trustee Expectations**

Trustee representative is expected to demonstrate a commitment to:

- Board member is expected to follow direction of the employer side of negotiations and will be informed of background and negotiation initiatives by administrative members of the committee.

**4. Composition of the Committee:**

The committee shall be composed of one trustee along with the Superintendent of Schools responsible for Human Resources, Chief Financial Officer and Manager of Human Resources.

**5. Roles and Responsibilities:**

The trustee representative (or senior administrative representative) is responsible for:

- Along with the bargaining committee, make recommendations to the board on the bargaining mandate and priorities as per Policy 2.8.8.
- Prepare for and attend meetings, as required.
- Ensure records are taken of committee activities.
- Keep the Board updated on negotiation progress.
- Present results of negotiations to the Board with support from Senior Administration.

**6. Meetings:**

Meetings shall be called by the committee co-chairs (senior administration and CUPE President).

**7. Expenses:**

- Self-directed PD for trustee representative within allocated PD budget.
- Costs of the committee are shared with CUPE (meals).
- Meetings are expected to be arranged in a manner that reasonably minimizes costs (at locations that are conveniently central to members).

- Other than necessary mileage and expenses, committee work is included in monthly trustee remuneration. If the number of meetings exceed 6 full days, the costs will be borne by the Board. The board representative may claim remuneration as per Board approved guidelines after 6 full days.

**8. Term of the Committee:**

A board representative is appointed annually at the organizational meeting. The committee normally convenes only to negotiate new contracts, but is kept intact outside of full contract negotiations in the event that discussion is needed on matters related to Board/CUPE matters such as Letters or Memorandums of Understanding.

**9. Reporting/Communication:**

The Board representative will be the formal conduit for communicating results of contract negotiations/tentative agreements to the Board.

**10. Decision Making:**

CUPE and the Board of Education each approve the tentative agreements. Affirmative votes by both parties lead to signing of the revised agreement.

## Trustee Representative on LINC Bargaining Committee Terms of Reference

### 1. **Purpose of the Committee:**

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

### 2. **Background**

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

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

Currently there is a negotiated LINC contract in place from July 1, 2019 to June 30, 2024.

### 3. **Member Expectations**

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

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

### 4. **Composition of the Committee:**

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

- The Board is represented by one trustee.
- Management is represented by three members of the senior management team, as determined by the Director of Education.

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

### 5. **Roles and Responsibilities:**

The committee co-chairs are responsible for:

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

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

The Board's representative on the LINC committee shall:

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

**6. Meetings:**

Meetings will be:

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

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

**7. Expenses:**

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

**8. Term of the Committee:**

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

**9. Reporting/Communication:**

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

**10. Decision Making**

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

Approved:

**MEETING DATE: February 12, 2024**

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

**FROM: D. Rowden, Board Chair**

**ATTACHMENTS [ ]**

**BACKGROUND**

**RE: AGENDA TOPICS FOR UPCOMING LINKAGE MEETING WITH LOCAL MEMBERS OF PARLIAMENT**

An email was circulated to trustees requesting agenda items for the upcoming virtual meeting with Members of Parliament Randy Hoback and Gary Vidal on Thursday, February 15, 2024 at 12:00 noon – the agenda is attached. The meeting link was shared with trustees.

Discussion regarding who is planning to attend and which trustee will speak to the agenda items.

**RECOMMENDATION**

*For Board information and discussion.*

**Saskatchewan Rivers Public School Division &  
MP Randy Hoback / MP Gary Vidal Engagement Meeting**

**12:00 noon (Saskatchewan)  
Thursday, February 15, 2024**

**AGENDA**

1. Land acknowledgement and welcome (*Darlene Rowden, Board Chair*)
2. National School Food Program
3. Federal Support for Mental Health Initiatives
4. Jordan's Principle
5. Items brought forward from Members of Parliament
6. Adjournment

**MEETING DATE:** February 12, 2024

<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"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Board</u>	<input type="checkbox"/> Consent Item

*Primary Policy Reference:* 2

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

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**BACKGROUND**

**RE: SRPSD BOARD LEGACY COMMITTEE TERMS OF REFERENCE**

The Board Legacy Committee was established at the January 15, 2024 as an ad hoc committee of the Board. The terms of reference for the committee are attached for approval.

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**RECOMMENDATION**

*That the terms of reference for the Board Legacy Committee be approved.*

## **BOARD LEGACY COMMITTEE**

### **Terms of Reference**

### **2024**

**1. Purpose of the Committee:**

To update the current Board Legacy document that was done on October 27, 2020.

**2. Background**

- Committee established in 2017 to act on a suggestion from a Board Director Seminar to create a board legacy document.
- By Board motion, included in the Annual Work Plan. The Board Legacy document is to be updated in the second and 4<sup>th</sup> year of each Board's term of office.

**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.
- Provide insight into what is important to include in the Board Legacy document as required.

**4. Composition of the Committee:**

Trustees - Grant Gustafson (Chair), Cher Bloom, Jaimie Smith-Windsor

Administrative support – Administrative Services Officer, others as necessary.

**5. Roles and Responsibilities:**

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

**6. Meetings:**

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

**7. Expenses:**

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

**8. Term of the Committee:**

Term start: Appointed January 15, 2024.

Term completion: Upon presentation of the updated Board Legacy document to the Board.

**9. Reporting/Communication:**

The committee will present the updated Board Legacy document to the Board by the last regular meeting of the Board prior to the 2024 school board elections.



**10. Decision Making**

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

**MEETING DATE:** February 12, 2024

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2.8.3</u>	

**FROM:** M. Hurd, Superintendent of Facilities **ATTACHMENTS** [ ]

**BACKGROUND**

**RE: 2024-2025 MAJOR AND MINOR CAPITAL PROJECTS SUBMISSION**

The Facilities Committee met on February 1, 2024 to review the capital funding projects. The Ministry of Education - Infrastructure Branch invites school divisions to submit its top three capital funding requests and its top two minor capital funding requests by March 8, 2024. All submissions are reviewed, prioritized, and placed on the Major and Minor Capital Request list. Decisions on the awarding of funding will be announced on Budget Day 2025.

**Capital Priorities:**

- Construction of a new K-12 school to replace W.P. Sandin Public High School and Shellbrook Public Elementary School.
- Renovation and renewal to Carlton Comprehensive Public High School.
- Construction of a new school to replace École Arthur Pechey Public School.

**Minor Capital Priorities:**

- Renovation and renewal to Christopher Lake Public School.
- Renovation and renewal to Princess Margaret Public School.

**RECOMMENDATION**

***The Board approve the top three 2025-2026 major capital priorities and the top two minor capital priorities to be submitted to the Ministry of Education.***

**MEETING DATE: February 12, 2024**

<b>Type of Meeting</b>	<b>Agenda Items</b>	<b>Intent</b>
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input 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>1.1, 1.3, 2.3, 9, 10</u>	

**FROM: J. Court, Superintendent of Schools** **ATTACHMENTS**   
**J. Hingley, Superintendent of Schools**

**BACKGROUND**

**RE: PROGRAM UPDATE – GLOBAL SPORTS ACADEMY / INDIGENOUS LANGUAGES**

Superintendents Court and Hingley will provide program updates for the following:

- Global Sports Academy
- Cree Language Program
- Michif Language Program

**RECOMMENDATION**

*For Board information.*