

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

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

Monday, March 8, 2021

Time: 4:00 p.m.

AGENDA (#21R-3)

- 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**
- 7. Consent Items**
 - (a) Adoption of the Minutes for Regular meetings of February 8, 2021
 - (b) Administrative Procedures Changes
- 8. Business arising from the previous meeting**
 - (a) Board/Director Evaluation Workshop costs – **B. Hollick**
- 9. New Business (Board Committee Reports, Trustees' items and Notice of Motions)**
 - (a) Motions brought forward from Closed Session from March 8, 2021
 - (b) External Board Committees
 - Policy Committee Report – **G. Gustafson, Chair**
 - Terms of Reference - SRSC Committee– **J. Smith-Windsor, Chair**
 - Terms of Reference - Facility Committee– **B. Yeaman, Chair**
 - Terms of References - Superintendent Selection Committee – **R. Bratvold**
 - Board Development Committee Report and Proposal – **D. Rowden**
 - (c) Provincial Update (if any)
 - Meeting with the Saskatchewan School Boards Association (SSBA) – **B. Hollick**
 - SSBA Spring Assembly Verbal Update – **B. Hollick**
 - Report on the SSBA Indigenous Council – **J. Smith-Windsor**
 - (d) Saskatchewan Rivers Students for Change (SRSC) Report – **K. Lam/E. Zbarachuk, student trustees**

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

CALENDAR OF EVENTS	
Monday, March 22, 2021 <i>Time: 1:00 to 3:00 p.m.</i>	Day 1 – Virtual School Tours (Lunch will be provided at 12:30 p.m. for in person attendance)
Monday, March 22, 2021 <i>Time: 3:00 to 5:00 p.m.</i>	Planning meeting, Education Centre, 545 -11 th Street East, Prince Albert, SK
Wednesday, March 24, 2021 <i>Time: 6:00 p.m.</i>	Virtual Meeting with Prince Albert & Area Teachers Association Executive (Supper will be provided for in person attendance)
Sunday, March 28, 2021 and Monday, March 29, 2021	Rural Congress – Virtual Conference – for those who registered for conference
Monday, April 12, 2021 <i>Time: 4:00 p.m.</i>	Regular meeting, Education Centre, 545 -11 th Street East, Prince Albert, SK
Thursday, April 15 (evening) & Friday, April 16, 2021 (all day)	SSBA Virtual Spring Assembly
Monday, April 26, 2021 <i>Time: 1:00 to 3:00 p.m.</i>	Day 2 – Virtual School Tours (Lunch will be provided at 12:30 p.m. for in person attendance)
Monday, April 26, 2021 <i>Time: 3:00 to 5:00 p.m.</i>	Planning meeting, Education Centre, 545 -11 th Street East, Prince Albert, SK
Monday, May 3, 2021 <i>Time: 9:00 to 1:30 p.m.</i>	Day 3 – Virtual School Tours (Lunch will be provided for in person attendance)

MEETING DATE: March 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 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

- February 8, 2021 Regular minutes

RECOMMENDATION

That the minutes of the Regular meeting of February 8, 2021 be approved as presented.

NO. #2021R-2 (MONDAY, FEBRUARY 8, 2021)

MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION, BOARD OF EDUCATION HELD ON MONDAY, FEBRUARY 8, 2021 AT 5:30 P.M. IN THE SEMINAR ROOM, EDUCATION CENTRE, 545 11TH STREET EAST, PRINCE ALBERT, SK

PRESENT:

MEMBERS OF THE BOARD

MRS. C. BLOOM, Trustee

MR. B. GEROW, Trustee (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

MR. B. YEAMAN, Trustee

SENIOR ADMINISTRATION

Mr. R. Bratvold, Director of Education

Mrs. J. Ward, Administrative Services Officer

Mr. J. Pidborochynski, Chief Financial Officer (electronically)

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-10

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

Carried.

Regular meeting resumed.

STUDENT TRUSTEES

K. Lam (electronically)

E. Zbaraschuk (electronically)

ADOPTION OF THE AGENDA:

#21R-11

Moved by J. Smith-Windsor that the agenda be approved as revised.

Carried.

CONSENT ITEMS:

#21R-12

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

- (a) Adoption of the Minutes for Regular meetings of January 11, 2021*
 - (b) Correspondence*
 - (c) Administrative Procedures Changes.*
- Carried.*

NEW BUSINESS:

(a) Motions from the Closed Session of February 8, 2021:

#21R-13

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

- 1. That the Board establish a June Recognition Event/Welcome Back Barbeque Committee and that B. Hollick, B. Yeaman, A. Nunn, D. Rowden, B. Gerow be named to this committee with administrative support to be determined by the Director, and that the Committee's Terms of Reference be brought to a future Board meeting for approval.*

Carried.

- 2. That the Board approve Option A as the 2021-2022 school year calendar and request the Director distribute the calendar following Ministry confirmation of legislative compliance.*

Carried.

(b) External Board Committees

• **Public Section**

Alan Nunn provided a verbal update regarding Supreme Court and the public education litigation. He noted that a decision on the case being heard will take between one to three months.

(c) Provincial Update

J. Smith-Windsor provided a verbal update on the items discussed at a meeting with the Minister of Education and the SSBA Executive. She also noted that she has been appointed to serve on the Canadian School Mental Health Leadership Network. This national network's mission is to enhance evidence-based decision-making in school mental health amongst Canadian system leaders.

It was noted that the SSBA new position statement on facility funding will be reviewed at the next meeting.

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

E. Zbaraschuk and K. Lam provided a verbal SRSC report on happenings at their individual schools. They noted that the SRSC Committee had not met since November and the next meeting will be held in March 2021.

February 8, 2021

(e) **Schedule a Date for Board/Director Evaluations Session**

Discussion was held regarding options for the Board/Director evaluations. The Board could continue utilizing the services of the Saskatchewan School Boards Association, invest in an external facilitator or investigate other tools/resources. A trustee inquired regarding the costs for a previous external facilitator that the Board utilized. This item will be placed on the agenda for the next meeting along with the information on costs of the external facilitator.

(f) **Verbal Update on Elders' Council linkage meeting**

D. Rowden provided a verbal update regarding the recent Elders' Council. Some topics covered included a presentation on the Cree Language Program at John Diefenbaker Public School and a sharing circle. The meeting was well received by all who participated. No firm date has been set for the next session, either in March or April.

(g) **Verbal Update on Wild Rose SCC Meeting/School Cluster Change**

D. Rowden and C. Bloom attended the SCC meeting at Wild Rose Public School on January 18, 2021. The first order of business was a discussion on the process used to appoint trustees to the school cluster groups. The SCC did not have the background information regarding this process.

Consensus of the Board was to have the Policy Committee develop a one pager that outlines this process to be shared with the SSC and uploaded to the division website.

Discussion was held regarding the trustee representatives and alternates on the school cluster groups. It was noted that G. Gustafson will continue as the alternate for Wild Rose Public School. B. Hollick noted that the current school community council clusters will be reviewed and a report will be brought to the next Board meeting.

(g) **Policy Committee Report**

G. Gustafson, Chair, of the Policy Committee reviewed the updated terms of reference and noted that the Committee makes recommendations to the Board regarding policies. He noted that the City/Board Liaison Committee currently does not have terms of reference.

#21R-14

Moved by G. Gustafson that the Terms of Reference for the Board Policy Committee be approved as outlined.

Carried.

#21R-15

Moved by G. Gustafson that the Board representatives on the City/Board Liaison committee bring back terms of reference to a future Board meeting, including some details on the process whereby formal input from the Board can be tabled for consideration by the Committee.

Carried.

(h) **Facilities Committee Report**

B. Yeaman, Chair, Facilities Committee provided a copy of the January 25, 2021 meeting for information of the Board. He reviewed the new capital priority list as recommended by the Committee which included six capital projects. This capital priority list needs to be submitted to the Ministry by the end of February. He also commented that the Board needs to continue lobbying the government regarding the capital projects process.

(Motion)

Moved by J. Smith-Windsor that Board postpone the Facility Committee Report until the Facilities Committee has updated its 2012 Facilities Master Plan.

Motion defeated.

#21R-16

Moved by B. Yeaman that the Board approve the new capital projects as listed in the Facilities Committee Report to be submitted to the Ministry.

Carried.

#21R-17

Moved by B. Yeaman that the Board continue to advocate for our capital project submissions to the Ministry, by meeting with Premier Scott Moe at his Shellbrook constituency office.

Carried.

It was noted that the provincial audit of our schools could be placed on the upcoming agenda with the Minister of Education.

(i) **Meath Park Public School SCC Update**

J. Smith-Windsor provided a verbal report on the Meath Park Public School SCC meeting. She noted that the school is creating a sensory room and an outdoor classroom. She also provided information regarding the six citizenship awards available to individual students and groups of students and the Mosaic School Nutrition Makeover. The SCC inquired about a provincial gathering network for SSCs. Presently there are no plans for a gathering.

ACCOUNTABILITY REPORTS

(a) **Transportation Services Accountability Report**

J. Pidborochynski reviewed the Transportation Services Accountability Report for information.

#21R-18

Moved by A. Lindberg that the Board approve the Semi-Annual Transportation Accountability Report as presented.

Carried.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) Director Update

R. Bratvold provided an update on:

- Student learning – credit attainment on Block 1 and 2, OurSchool, delivered 2000 Chromebooks to schools to support student remote learning and in-person learning and COVID update.
- Ministry and Provincial Happening – 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. The priority areas were shared. The timelines for the development of both the Interim Plan and the full Plan is in the attached chart.
- 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.
- 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.
- The Risk Management Framework was reviewed and the process outlined to rank and mitigate risks was provided.

#21R-19

Moved by D. Rowden that the Board adopt the Enterprise Risk Framework as presented. Carried.

- The Seminar Room is unavailable for 2-3 weeks every February for the art show coordinator. M. Vickers offered to attend the February 22 Planning Meeting virtually along with B. Gerow and J. Smith-Windsor. The remainder of the Board and R. Bratvold will attend in-person in Boardroom.
- The supports for learning costs v. expenses to support Board advocacy was shared at the meeting.

(b) School Tours 2021

A discussion regarding a proposal to have the school tours virtual this year due to public health restrictions. Consensus was to have administration bring a proposed schedule of school presentations along with suggested dates and times.

(c) Our Schools' Team Names and Mascots

A listing of all of our individual schools' team names and mascots was distributed for information. B. Yeaman provided a verbal update regarding the Saskatchewan High School Athletics Association Committee that is examining the names of all high school teams in the province. He reviewed the current names of high school team names. He indicated that the SHSAA would not be recommending changes to the team names.

THREE KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING

- Elders' Council Update
- Distribution of 2000 Chromebooks;
- Priority Areas of the Provincial Education Plan / SRPSD Strategic Plan consultations.

BOARD MEMBERS' FORUM:

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

ADJOURNMENT:

#21R-20

Moved by M. Vickers that the meeting adjourn (8:00 p.m.)

Carried.

SIGNATURES:

Board Chair

Administrative Services Officer

Date of Approval

MEETING DATE: March 8, 2021

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

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

BACKGROUND

RE: ADMINISTRATIVE PROCEDURES CHANGES

The following Administrative Procedures has been revised. The changes have been highlighted and deletions ~~crossed out~~.

- AP 214: Intensive Supports for Diverse Learner Needs (new name)
- AP 630: Disposal of Non-Required Materials and Equipment – moved from the 500 Business Administration (AP 525) to 600 Facilities.

RECOMMENDATION

For Board information.

Administrative Procedure 214

~~SPECIAL EDUCATION~~

Intensive Supports for Diverse Learner Needs

Background

The Division recognizes that ~~Special Education programs~~ intensive supports are necessary to address diverse learner needs. Diverse learners may require ~~programs of study~~ individualized programming that are ~~is~~ adapted, modified, or altered. ~~To this end, the Division will provide programming that seeks to draw the greatest potential from every student.~~

The Division adheres to the concept of placing students in the most enabling and inclusive environment, which empowers them to be active and contributing participants in the classroom, school and community where engagement and a sense of belonging are both nurtured and promoted.

Procedures

1. The superintendent responsible for ~~student support services~~ intensive supports shall keep current an electronic ~~Special Education Master Plan~~ Intensive Supports Framework. This ~~plan~~ Framework shall be aligned with the Education Special Education policies Act and Education Regulations and include the following:
 1. Roles and responsibilities;
 2. Strategies and resources;
 3. SRPSD ~~special programs~~ specialized services and learning centres;
 4. Forms and referral processes;
 5. Inclusion and intervention plan (IIP)
 6. Community resources.
2. The principal shall ensure that parents or guardians with a student with IIP have an opportunity to provide input, to review and to approve the IIP. (existing procedure moved up the list)
3. The Division shall seek to balance the needs of ~~special education programs~~ specialized programming with the needs of general programming.
 - 3.1 Students may be placed in a specialized learning centre in a school other than a student's designated school when the educational program of a student with diverse needs cannot be offered in the designated school and the prospective and receiving school has more appropriate programming supports and available resources.
 - 3.2 ~~Prior to special education programming placements~~ During the referral process for a student's placement in a specialized learning centre, parents shall be consulted to inform the decision regarding the placement of their child.

4. Transportation for diverse learners may be provided based on identified student needs. Consideration for such requests should be made by the principal in consultation with the intensive supports consultant and the manager of transportation services.

5. Parents and guardians, or students who have reached 18 years of age, shall have access to a process to Review Decisions Regarding Students with Intensive Needs as per [Board Policy 14](#).

Reference: Section 5, 148, 150-155, 158, 178.1, 186.1, 231, *The Education Act, 1995*
Section 48, 49, 50, 50.1, 52, Education
Regulations Human Rights Code
Canadian Charter of Rights and Freedom

Saskatchewan Rivers Public
School Division Administrative
Procedures Manual

Administrative Procedure 630

DISPOSAL OF NON-REQUIRED MATERIALS AND EQUIPMENT**Background**

The Division approves of the disposal of furniture, equipment and materials that are no longer required by the school division. Items should only be disposed of when there is no use for the item at any other plant within the school division. Items identified as having no value should be disposed of in the sanitary landfill. Items identified as having value must be offered for sale to the general public. No individual should have any advantage with respect to the purchase of items from the school division.

Procedures

The following procedures shall apply to the disposal of equipment and materials owned by the Division.

1. The CFO **Superintendent of Facilities** shall ensure that the disposal of equipment and materials is done in accordance with *The Education Act, 1995*, and this Administrative Procedure.
2. All requests for disposal of items not required shall be submitted on the attached form to the CFO **Superintendent of Facilities** and shall be signed by the Principal, ~~senior administrator~~ or supervisor.
3. A list of items of perceived value shall be compiled **by the Superintendent of Facilities** and circulated to all principals to allow for further use of these articles at other sites. No cost will be involved in transfers from one site to another.
4. The ~~Manager of Maintenance~~ **Superintendent of Facilities** shall be responsible for collecting and disposing all items identified as surplus in the appropriate manner. Approved methods of disposal are:
 - 4.1 By transfer to another facility;
 - 4.2 By disposal in a sanitary land fill;
 - 4.3 By sale to the general public.
5. All items disposed of shall be removed from the Division's asset listing and insurance appraisal.
6. Net proceeds from the sale of items shall be placed in general school division revenues.

Reference: Section 85, 87, 409, 440, 347, *The Education Act, 1995*

Approved: May 12, 2014; March 8, 2021

Administrative Procedure 525 – Appendix A

EQUIPMENT/MATERIALS & SUPPLIES DISPOSAL FORM

Provide information on all equipment/material that are no longer required at your school. Please provide as much detail as possible for the subsequent sale/disposal of these items.

Name of School/Facility: _____

EQUIPMENT (IDENTIFY EACH ITEM OF EQUIPMENT INDIVIDUALLY)				
Item	Make/Model	Serial No.	Condition	Year

Item	Description	Quantity	Condition

Principal's Signature _____

Saskatchewan Rivers Public School Division

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

ATTENTION: CFO Superintendent of Facilities

MEETING DATE: March 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 checked="" type="checkbox"/> Decision
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Board Committee</u>	<input type="checkbox"/> Consent Item
Primary Policy Reference: <u>2</u>		

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

BACKGROUND

RE: POLICY COMMITTEE REPORT

Most of our time since the Organizational meeting has been spent examining policies identified for review as ‘carry over’ from prior to the fall election. As a result of that work, the following policies are presented for Board approval.

- Policy 5: Role of the Board Chair
- Policy 8: Board Operations
- Policy 10: Board Representatives
- Policy 18: Partnerships

Work in progress

We are currently waiting for feedback from the SSBA on items that were identified as potential issues following the online Trustee Academy earlier this year. Discussions has also started on school clusters/trustee assignments to SCCs that was recently referred by the Board.

Next Steps

Planning for annual policy review.

Policy 2: Role of the Board 4.3 and Policy 11: Policy Making preamble and Policy 13: Role of the Director of Education make reference to “Conduct regular review of board policies for currency and appropriateness” and “The Board shall review each policy annually” without prescribing a mechanism for any of the review process. In the past we have attempted to have Board members review the policies and then discuss concerns and potential changes in blocks of time set aside in various meetings. Often we end up spending time asking for input on each policy in turn just to discover there are little to no concerns with many of them instead of using this time to address the areas of concern.

Proposed Action

That Board members review policies individually as in the past and then submit their ideas to the Policy Committee with their top 2 or 3 items identified. The Policy Committee would then merge these ideas with issues identified by the committee and lead the Board in a discussion on possible resolution to the

combined issues/ideas, and take the lead on developing amendments for ratification by the Board. We would also make recommendations for incorporating the agreed upon mechanism for annual policy review into policy and the annual work plan.

If the Board is in agreement, a motion would be required to proceed with our annual policy review as proposed, with timelines allowing trustees time to read and forward ideas.

RECOMMENDATION

1. *That Policy 5: Role of the Board Chair, Policy 8: Board Operations, Policy 10: Board Representatives and Policy 18: Partnerships be approved as revised.*
2. *That the proposed outline for the annual policy review be approved.*

Policy 5

ROLE OF THE BOARD CHAIR

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The Board delegates to the Board Chair the following powers and duties:

1. The Board Chair shall have the duties and powers conferred by *The Education Act, 1995*, and shall assume such other responsibilities as may be required by formal resolution of the Board.
2. Preside over the public portion of all regular and special Board meetings and ensure that such meetings are conducted in accordance with *The Education Act, 1995* and the policies and procedures as established by the Board and where those are silent, Robert's Rules of Order.
3. Prior to each Board meeting, confer with the Director on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them. The Board Chair will ensure the items from the Board work plan are included in the agenda.
4. Perform the following duties during Board meetings:
 - 4.1 Preside over **all** Board meetings and ensure that such meetings are conducted in accordance with *The Education Act, 1995*, the policies and procedures as established by the Board and Robert's Rules of Order;
 - 4.2 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 4.3 Display firmness, courtesy, tact, and impartiality;
 - 4.4 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached;
 - 4.5 Ensure that debate is relevant. The Board Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;
 - 4.6 Decide questions of order and procedure. The Board Chair may speak to points of order in preference to other members;
 - 4.7 Submit motions or other proposals to the final decision of the meeting by a formal vote;
 - 4.8 Extend hospitality to other trustees, officials of the Board, the press, and members of the public.
 - 4.9 Direct trustee queries of administration to the Director for response.

5. Keep informed of significant developments within the Division.
6. Keep the Board and the Director informed in a timely manner of all matters coming to his/her attention that might affect the educational opportunities in the Division.
7. Be in regular contact with the Director to maintain a working knowledge of current issues and events.
8. Convey directly to the Director such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the Division.
9. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
10. Act as an ex-officio (non-voting) member of all committees appointed by the Board unless determined otherwise by specific Board motion.
11. Be a standing member of the Out of Scope Committee.
12. Act as a voting member of any committee specifically appointed to by Board resolution.
13. Act as a signing officer for the Division.
14. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
15. Review and approve the Director's monthly expense claim, vacation entitlement report and sick leave report in accordance with the Director of Education's contract provisions. Administer any other provisions of the Director's contract on behalf of the Board.
16. The Board Chair with the assistance of the Vice-Chair and Director will assist in resolving situations in which the trustee remuneration guidelines do not provide specific enough direction.
17. Name trustees to serve on ad hoc committees and ensure each committee establishes a terms of reference and annual work plan including timelines for task completion.
18. Address inappropriate behaviour on the part of a trustee in collaboration with the Vice-Chair as noted in Policy 4 – Trustee Code of Conduct.
19. Receive and forward any harassment complaints that involve the Director.
20. Sign off monthly expense claims for all trustees except the Vice-Chair.

21. In consultation with the Vice-Chair ensure the Board develops and implements an orientation program for newly elected trustees.
22. Ensure that the Board engages in regular (annual) assessments of its effectiveness as a Board and ensure that the Board's Positive Path Forward is implemented and reported on, at least twice per year.

Revised: November 26, 2018;

Policy 8

BOARD OPERATIONS

The Board shall hold meetings at least six times per year as per *The Education Act, 1995* and as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting. All requests to have reports prepared, or information gathered, by administration shall be approved by Board resolution.

The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner. Respectful behavior preserves the inherent dignity of everyone; therefore it is important that Board meetings be conducted in an environment that is productive, orderly and respectful of trustees, staff and members of the public. The organization of the Board meeting will effectively enable trustees and others in attendance to participate in an atmosphere of mutual respect.

In all matters of procedure not covered in the Board Policy handbook, Robert's Rules of Order shall apply. However, notwithstanding the foregoing, the will of the majority of Board members present shall prevail.

The Board believes that its fundamental obligation is to preserve and enhance the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in closed sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go into closed session for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings.

1. Electoral Boundaries and Elections

The Saskatchewan Rivers School Division was initially formed by Minister's Order Number 011/2005-06 on April 19, 2005. The name was changed through Minister's Order Number 115/2005-06 December 1, 2005. This second order provided for name changes to a total of 12 Saskatchewan school divisions following province-wide amalgamations. Minister's Order 011/2005-06 provided for the nomination and election of trustees within the Division by subdivisions as follows:

- 1.1 One trustee elected in each of five rural subdivisions with the boundaries as described in detail in Minister's Order 011-2005-06.
- 1.2 Five trustees from the City of Prince Albert elected at large by the electors resident in the city.

- 1.3 The provisions of the *Local Government Election Act* respecting the election of trustees shall apply to every election in each subdivision [Local Government Election Act](#).
 - 1.4 The electoral boundaries and representation shall be reviewed in the second year of the Board's term of office.
2. Organizational Meeting
- 2.1 The Organizational Meeting of the Board in each calendar year shall be held in the Education Centre not later than November 30, in accordance with Section 14.1 of *the School Division Administration Regulations*.
 - 2.2 The Director will give notice of the Organizational Meeting to each trustee as if it were a special meeting.
 - 2.3 The Director shall call the meeting to order, and in an election year, read the return from the Elections Clerk certifying the election of members if any, and the Director shall call for and receive the duly signed Declarations of Office and corresponding Endorsement Certificates by Commissioners for Oaths from each trustee, in accordance with Section 14.1 of *the School Division Administration Regulations*.
 - 2.4 The Director shall proceed to conduct the election of the Board Chair.
 - 2.4.1 Nominations shall be made by the trustees for the office of Board Chair and need not be seconded.
 - 2.4.2 The Director shall make three (3) calls for nomination.
 - 2.4.3 A vote upon the nominees shall be taken by secret ballot.
 - 2.4.4 The nominee who receives the majority of votes of the trustees present shall therefore be declared elected.
 - 2.4.5 Where, on the addition of the votes, two (2) or more candidates for the position of Board Chair have an equal number of votes, the Director shall follow the tie vote procedure specified in **Section 141(1)** if the *Local Government Election Act*.
 - 2.4.6 In the event that only one (1) trustee has indicated willingness to serve as Board Chair, that trustee shall be declared elected by acclamation.
 - 2.5 The Board Chair shall assume office and shall immediately proceed with the election of the Vice-Chair following the procedure noted above.
 - 2.6 The newly elected Board Chair shall then proceed with the agenda as presented by the Director and adopted by the Board.
 - 2.7 The Organizational Meeting shall, in addition include, but not be restricted to, the following:
 - Approval of Deputy Chair rotation
 - Create such standing committees of the Board as are deemed appropriate, and appoint members;
 - Make external Board appointments;
 - Authorize the Chief Financial Officer to certify all accounts for payment;
 - Confirm current attendance areas and transportation service areas.
 - Review trustee conflict of interest stipulations and determine any disclosure of information requirements;
 - Appoint the Division's solicitor, insurance agent or broker, banking and auditing firms;
 - Designate those with signing authority, and provide borrowing authority;
 - Approve trustee appointments to school clusters.
 - Approve the hours of public access to the all central offices.
 - Other organizational items as required.

3. Regular Meetings

- 3.1 Unless otherwise arranged by appropriate Board action, the Board shall meet regularly in open session in either the Board Room or the Seminar Room of the Education Centre, in accordance with the schedule of meetings established at a Board Meeting in June of each year and included in the Board Annual Work Plan in Policy 2 Appendix.
- 3.2 All trustees shall notify the Board Chair or the Director if they are unable to attend a Board meeting.
- 3.3 A majority of members of the Board constitutes a quorum. The vote of the majority of the quorum is valid and binding on the division.
- 3.4 All trustees who are absent from three (3) consecutive regular meetings shall:
 - 3.4.1 Obtain authorization by resolution of the Board to do so; or vacate his/her office.
Failure to attend may result in disqualification from the Board.
- 3.5 If both the Board Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its trustees an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Board Chair's and Vice-Chair's inability to act or absence.
- 3.6 Regular meetings of the Board will not be held without the Director in attendance, unless the Director's contract is being discussed or the Board is dealing with a trustee or Director disciplinary issue or the Board is meeting with its auditor. The Director shall from time to time require other members of staff to attend regular meetings of the Board.

4. Special Meetings

- 4.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action. A special meeting may be scheduled by
 - 4.1.1 The Board passing a motion at a legally constituted meeting of the Board.
 - 4.1.2 The Board Chair or any three members of the Board giving at least six business days' notice to each member by registered, certified, or special delivery mail, or by delivering a written notice to each member in person at least three days before the meeting, or by leaving the notice with an adult person at each member's place of residence who shall state explicitly the reason therefore at least three days before the meeting. The Board by unanimous consent waiving notice in accordance with Section 16 of the School Division Administration Regulations. Such consent is to be subscribed to in writing by each member of the Board before the commencement of the meeting and recorded in the minutes of the meeting.
- 4.2 If an additional meeting of the Board is to be held, the Director shall send a written notice of such a meeting as prescribed by *The Education Act, 1995* and shall set forth therein the business to be transacted or to be considered thereat, and no other business shall be considered unless all members of the Board are present and there is unanimous agreement that the agenda previously arranged shall be changed.
- 4.3 Special meetings of the Board will not be held without the Director in attendance, unless the Director's contract is being discussed or the Board is dealing with a trustee or Director disciplinary issue or the Board is meeting with its auditor. The Director shall from time to time require other members of staff to attend special meetings of the Board.

4.4 Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.

5. Closed Sessions (In Private)

The Board may, by resolution, schedule a closed session at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in closed session. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees and the Director. The reason for the Closed Session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- 5.1 Personal or confidential matters relating to individual staff, or students, or to finances;
- 5.2 Matters relating directly or indirectly to negotiations of salary and wage schedules of employees;
- 5.3 Legal issues regarding the Board and its activities;
- 5.4 Negotiations for sale or purchase, lease or other acquisition of property;
- 5.5 Preliminary budgets;
- 5.6 Sensitive matters that a majority of the trustees present feel should be held in private, in the public interest. This may include matters of a sensitive or exploratory nature that either the Director or the Board wishes to discuss with each other, with the ultimate view to providing guidance or information on issues that may or may not become public later.
- 5.7 Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) which gave rise to the closed session. Trustees and other persons attending the session shall maintain confidentiality and not disclose the details of the discussions at such sessions.
- 5.8 In Closed Session, the Board Chair shall leave the chair and his/her place shall be taken by the Deputy Chair of the day or, in his/her absence, by another member of the Board named by the Board Chair as per Policy 7 – Role of the Deputy Chair.
- 5.9 All rules of the Board shall be observed in Closed Session. The number of times a trustee may speak on any question shall be determined at the discretion of the Chair.
- 5.10 The Board shall, during the Closed Session, adopt only a resolution to rise and report to the open public Board meeting.
- 5.11 The official minutes of the Closed Session will be kept on file at the Board office.

6. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem identification, problem solving and the generation of ideas.

The Board Chair and Director are responsible for establishing the agenda for Board meetings, in accordance with legislation and Board policy in particular the Board Annual Work Plan.

Agendas shall include all the data and background, information, rationale and a recommendation so that the Board is able to make sound and objective decisions consistent with established goals.

6.1 The order of business at a regular meeting shall generally be as follows:

- 6.1.1 Call to Order;
- 6.1.2 Land Acknowledgement;
- 6.1.3 Declaration of Conflict of Interest;
- 6.1.4 Adoption of Agenda;

- 6.1.5 Consent Items;
 - 6.1.6 Business Arising from Previous Meeting;
 - 6.1.7 New Business;
 - 6.1.8 Accountability Reports;
 - 6.1.9 Reports from Administrative Staff;
 - 6.1.10 Notice of Motion;
 - 6.1.11 Three Key Messages;
 - 6.1.12 Board Members' Forum;
 - 6.1.13 Adjournment.
- 6.2 Agenda items will be supported by a briefing note with copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation and indicate author of the report.
- 6.3 Items may be placed on the agenda in one of the following ways:
- 6.3.1 Normally those items in Policy 2 – Board Annual Work Plan, Appendix A shall be included in the monthly Board meeting agenda.
 - 6.3.2 Trustees may contact the Board Chair prior to the development of the agenda and request inclusion of a Board meeting agenda item.
 - 6.3.3 By notice of motion at the previous meeting of the Board. A trustee may present in writing a notice of motion at any regular or special meeting of the Board. At the next regular meeting of the Board, that member shall present the motion and speak in support of it.
 - 6.3.4 As a request from a committee of the Board.
 - 6.3.5 Although the Board seeks to minimize items being added without proper notice issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 6.4 Materials for Board meetings will be distributed to each trustee and the Director four days prior to the meeting. The Director is responsible for distribution (to the Board, Administration) and posting.
- 6.5 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 6.6 Unless authorized by a majority of the trustees present, the Board Chair shall not keep the Board in session for more than four continuous hours.
7. Electronic Meeting
- 7.1 The Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other trustees and follow any votes taken.
 - 7.2 At least one of the following persons must be present at the Board Office during the meeting:
 - 7.2.1 A trustee;
 - 7.2.2 The Director;
 - 7.2.3 The Chief Financial Officer.
 - 7.3 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
 - 7.4 A trustee may participate from a location to which the public does not have access.
8. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 8.1 The minutes shall record:
 - 8.1.1 Date, time and place of meeting;
 - 8.1.2 Type of meeting;
 - 8.1.3 Name of presiding officer;
 - 8.1.4 Names of those trustees and senior administration in attendance;
 - 8.1.5 Approval of preceding minutes;
 - 8.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
 - 8.1.7 Names of trustees making the motion;
 - 8.1.8 Points of order and appeals;
 - 8.1.9 Appointments;
 - 8.1.10 Attached reports of committees;
 - 8.1.11 Recording of the vote on a motion (when requested pursuant to *the Education Act, 1995*); and
 - 8.1.12 Trustee declaration of conflict of interest pursuant to *the Education Act, 1995*.
- 8.2 The minutes shall:
 - 8.2.1 Be prepared as directed by the Director and distributed to trustees and such other persons as directed by the Board as soon after each meeting as is convenient;
 - 8.2.2 Be reviewed by the Director prior to submission to the Board;
 - 8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business. The Director shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures to the concluding page of the minutes.
- 8.3 The Director shall establish a codification system identifying resolutions determined by the Board which will:
 - 8.3.1 Provide for ready identification as to the meeting at which it was considered;
 - 8.3.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 8.3.3 Establish and maintain a file of all Board minutes.
- 8.4 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.5 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director is responsible to distribute and post the approved minutes.

9. Motions

Motions do not require a seconder.

9.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

9.2 Discussion on Motions

Normally, the custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

9.3 Speaking to the Motion

The Board Chair will endeavor that all trustees have an opportunity to speak to the motion.

A trustee may speak to a motion twice, unless replying to a question, in which case the member may speak a third time. The mover of a motion may speak a third time and thereby close the debate on the question. This limitation shall not apply in committee meetings. The Board may, by majority vote, approve extended discussion of any subject.

The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Normally, administration will not participate in the debate, but upon request or where otherwise appropriate, may provide information.

Amendments to the motion may be proposed at any time during discussion. No more than two amendments may be made before the meeting at one time. Discussion and voting on motions and amendments takes place in reverse order of their proposal. Motions or amendments may be withdrawn only with the unanimous consent of the trustees present.

A "point of order" may be raised by a trustee at any time. The "point of order" must be stated definitively and conclusively. The chair shall decide without debate if the "point" has merit.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

9.4 Challenging the Board Chair

Any trustee may challenge the ruling of the Board Chair. The member states the reason(s) for the appeal, and the Board Chair states the reason(s) for the ruling. There is no debate. The Board Chair then asks, "May I have a motion to sustain the Board Chair?" A simple majority decides the issue.

9.5 Reconsideration Motion

A rejected motion shall not be re-introduced during the same meeting unless a majority of the trustees present approve a motion "That the question be re-considered". Said motion is not debatable and calls for an immediate vote.

9.6 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

9.7 Entitled Votes

All trustees, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by *The Education Act, 1995*.

While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a trustee has the right to abstain from voting. An abstention shall not be considered a vote for or against.

9.8 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter, or abstained. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of all trustees and whether each trustee voted for or against the matter or abstained.

9.9 Required Votes

Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. The result of the vote is announced by the Board Chair.

A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

While all trustees are encouraged to vote on all questions and motions, except in the case of a conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote.

9.10 Tabling motion

A motion to table a motion shall not be subject to debate, but the question may be debated when the motion is lifted from the table.

10. Delegations to Board Meetings

The Board may make provision for delegations to make a presentation at a Board meeting in the interest of improving the education provided in Division schools. Individuals or organizations may make requests for audiences with the Board.

10.1 Delegations wishing to appear before the Board are required to give notice, in writing, to the Board Chair at least seven full days before the meeting at which they are to be heard. The Director or Board Chair has the authority to waive the time requirement.

10.2 Individuals or organizations who appear at a Board meeting without making prior arrangements and who wish to act as a delegation will not be allowed to do so, unless the reason for the delegation is deemed by the Board Chair, in consultation with the Director, to be either an emergency or in the best interests of the Board to be heard.

10.3 When scheduling an appointment, delegations should:

10.3.1 State the nature of the subject that they intend to bring before the Board,

10.3.2 Provide a written submission prior to the presentation,

10.3.3 Identify the spokesperson for the group,

10.3.4 Provide an estimate of the number of people who will be in attendance,

10.3.5 Be prepared to speak to, as opposed to reading, the submission.

- 10.4 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.
- 10.5 The Board reserves the right to invite delegations to appear before the Board.
- 10.6 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- 10.7 Normally delegations will be given a maximum of 15 minutes to make their presentation. Additional time determined at the discretion of the Chair will be provided for the Board to ask questions and/or seek clarification.
- 10.8 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall s/he, by any statement, commit the Board to any specific course of action.
- 10.9 Except in an emergency, the Board shall refer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 10.10 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

11. Audio/Video Recording Devices

Anyone wanting to use recording devices at any meeting of the Board shall seek permission of the Board Chair.

12. Trustee Conflict of Interest

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence of the residents of the Division placed in its Board and in its trustees. The trustee:

- 12.1 Is expected to be conversant with Section 11 of the School Division Administration Regulations with the conflict of interest provisions of Policy 4 – Trustee Code of Conduct.
- 12.2 Is responsible for declaring him/herself to be in possible conflict of interest.
- 12.3 Shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
- 12.4 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of *The Education Act*, 1995 and ensure that his/her declaration and absence is properly recorded within the minutes.

13. Board Facilitated Self-Evaluation

- 13.1 The annual Board facilitated self-evaluation process will be carried out as described in the document entitled [Board Self-Evaluation Process, Criteria and Timelines](#).
- 13.2 The purpose of the Board facilitated self-evaluation is to answer the following questions:
 - 13.2.1 How well have we fulfilled each of our defined roles as a Board this past year?
 - 13.2.2 How do we perceive our interpersonal working relationships?

- 13.2.3 How well do we receive input and how well do we communicate?
- 13.2.4 How well have we adhered to our annual work plan?
- 13.2.5 How would we rate our Board-Director relations?
- 13.2.6 How well have we adhered to our governance policies?
- 13.2.7 What have we accomplished this past year? How do we know?
- 13.3 The principles upon which the Board facilitated self-evaluation is based are as follows:
 - 13.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 13.3.2 A pre-determined process for evaluation strengthens the governance functions, builds credibility for the Board and fosters an excellent Board-Director relationship.
- 13.4 An evidence-based approach provides objectivity to supplement the subjectivity implicit in any evaluation. The components of the Board facilitated self-evaluation are:
 - 13.4.1 Review of Board Role Performance.
 - 13.4.2 Review of Board Chair Performance.
 - 13.4.3 Monitoring Interpersonal Working Relationships.
 - 13.4.4 Monitoring Board Community Engagement.
 - 13.4.5 Review of Annual Work Plan Completion.
 - 13.4.6 Monitoring Board-Director Relations.
 - 13.4.7 Review of Board Motions.
 - 13.4.8 Review of Board Governance Policies.
 - 13.4.9 Creating a Positive Path Forward.

14. Board Development

- 14.1 In order to fulfill its commitment to professional and leadership development, the Board will analyze and pursue opportunities for growth as referenced in [Policy 3 Role of the Trustee](#) & [Policy 4 Trustee Code of Conduct](#).
- 14.2 The Board Development Committee shall annually facilitate the completion and review of the [Board Competency Matrix](#).
- 14.3 The Board Development Committee shall provide a quarterly report on professional development progress and expenditure.

15. Saskatchewan School Boards Association

The Saskatchewan School Boards Association (SSBA) is a non-profit organization dedicated to excellence in public education by providing leadership services to Saskatchewan school boards. The Association represents school boards in Saskatchewan.

15.1 Membership and Participation

The Board

- 15.1.1 Endorses full active membership in the Association through its payment of the annual fee to the SSBA.
- 15.1.2 Supports active participation of its trustee membership in the Association at the section, constituency and provincial levels.
- 15.1.3 Establishes a remuneration and expense schedule at its Organizational Meeting, to recognize expenses incurred by trustees attending SSBA sponsored meetings, seminars, workshops and conventions.
- 15.2 SSBA Voting Delegates
 - 15.2.1 The Board is to determine on or before November of each year, which of the trustees delegated to Convention are voting delegates.

- 15.2.2 The Board is to apportion in whole numbers, its number of votes among those voting delegates in accordance with SSBA Bylaws 10 and 11.
- 15.2.3 Each trustee attending as a voting delegate is apportioned at least one (1) vote.
- 15.2.4 Any votes remaining un-apportioned are to be divided equally as possible in whole numbers among trustees attending Convention.
- 15.2.5 When registering delegates, the SSBA is to be informed of the voting delegate and the number of votes apportioned to each.

16. Annual Meeting of Electors

The Board may convene an annual meeting of electors after receipt of the audited financial statement of the Board.

17. Special Meeting of Electors

- 17.1 A special meeting of electors may be held at any time according to Section 33 of the School Division Administration Regulations.
- 17.2 The Board must call a special meeting:
 - 17.2.1 If requested by the Minister of Education
 - 17.2.2 On receipt of a written request signed by not fewer than 25 electors of the school division.
- 17.3 The notice of the special meeting will contain place, time and purpose and items prescribed in [*The Local Government Election Act*](#), with necessary modifications.
- 17.4 Electors in attendance at the Special Meeting shall:
 - Elect chairperson
 - Elect Secretary
 - Only discuss business identified in the notice.

Reference: Sections 80, 80.1, 87, *The Education Act, 1995*
Section 11, 14.1, The School Division Administrative Regulations
Local Authorities Freedom of Information and Protection of Privacy Act
Local Government Election Act

Approved: May 5, 2014

Revised: April 18, 2016; November 26, 2018; February 11, 2019

Policy 10

BOARD REPRESENTATIVES

The Board will give consideration to naming representatives to various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The following guidelines shall apply to such representation:

- Where appropriate, the trustee shall reflect the current formal position of the Board;
- On other issues of significant importance, the trustee shall consult with the Board to determine the formal view of the Board;
- The trustee may give a personal opinion as long as the trustee makes it clear that the opinion does not represent the formal view of the Board;
- The Board requires that important issues be brought to its attention. Therefore, if an issue has policy implications it shall be verbally reported at meetings of the Board and may be supplemented by a written report, along with all other reports that may be written and included with the meeting agenda; and
- All expenses of this activity shall be covered in accordance with compensation guidelines approved annually at the Organizational Meeting.

The Director may appoint resource personnel to work with the representative and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have a Board representative as identified each year at the first regular meeting after the annual Organization Meeting:

1. Saskatchewan School Boards Association (SSBA) - Public Section Executive
 - 1.1 Purpose
 - Attend SSBA Public Section Executive meetings.
 - Represent the Board's positions and interests at the provincial level.
 - Communicate to the Board at the next regular meeting the work of the SSBA Public Section Executive.
 - 1.2 Membership
 - One trustee.
 - 1.3 Meetings
 - As determined and scheduled by the SSBA Public Section Executive.
2. Saskatchewan School Boards Association (SSBA) – Indigenous Council
 - 2.1 Purpose
 - Attend SSBA Indigenous Council meetings.
 - Represent the Board's positions and interests at the provincial level.
 - Communicate to the Board at the next regular meeting the work of the SSBA Indigenous Council.

2.2 Membership

- A minimum of one designated representative.
- Other trustees may also attend meetings.

2.3 Meetings

- As determined and scheduled by the SSBA Indigenous Council – generally four times per year.

3. Saskatchewan High Schools Athletic Association (SHSAA)

3.1 Purpose

- Attend SHSAA meetings.
- Represent the Board's positions and interests at SHSAA meetings.
- Communicate to the Board the work of SHSAA.
- **May** be a voting member of the North Central Athletic Association

3.2 Membership

- One trustee.

3.3 Meetings

- At the call of SHSAA

4. Saskatchewan School Boards Association (Board Chairs Council)

4.1 Purpose

- Attend meetings of the SSBA Board Chairs Council.
- Represent the Board's views and communicate to the Board Chairs Council the Board's perspectives.
- Communicate to the Board the work of Board Chairs Council.

4.2 Membership

- Board Chair or designate.

4.3 Meetings

- As determined and scheduled by the SSBA.

5. Saskatchewan Rivers School Division #119 Foundation Corporation

5.1 Purpose

- Attend Foundation Board meetings.
- Communicate to the Board the work of the Foundation Corporation.

5.2 Membership

- At least two elected members of the Board (requires three members until the Foundation Board is operational).

5.3 Meetings

- At the call of the SRSD Foundation Corporation.

6. City and School Boards Liaison Committee

6.1 Purpose

- Attend meetings of the City and School Boards Liaison Committee.
- Represent the Board's views and communicate to the Committee the Board's issues and concerns.
- Makes recommendations to City Council and or the respective School Boards in relevant matters to all parties.
- Communicate to the Board the work of City and School Boards Liaison Committee.

- 6.2 Membership
 - Board Chair and one urban trustee.
- 6.3 Meetings
 - As determined and scheduled by the City of Prince Albert.
- 7. School Community Council Cluster Representatives
 - 7.1 Purpose
 - Trustees are selected to act as SCC cluster representatives to build and maintain effective two-way communication between SCCs and the Board
 - The role of the representative is to accurately represent Board decisions and directions to the Council and to accurately represent Council recommendations and issues to the Board.
 - 7.2 Membership
 - Trustees are assigned to clusters at the annual organizational meeting. Current cluster assignments are as follows [SRPSD Board Committee Structure](#).
 - 7.3 Meetings
 - At the call of the SCC. Typically, the schedule for the year is determined in September.

Reference: Sections 85, *The Education Act, 1995*

Approved: May 5, 2014

Revised: November 26, 2018; June 8, 2020

Policy 18

PARTNERSHIPS

The Board encourages development of partnerships, both formal and informal, which benefit students and facilitate access to increased community resources. The Board believes such partnerships can serve to make more effective and efficient use of public, financial, human and material resources and promote improved outcomes for students. Some partnerships are encouraged as they provide opportunities for students to be involved in public service, acts of positive citizenship and caring while others are valuable as they provide a service or resources that would otherwise not be accessible.

When considering the establishment of partnerships, due consideration shall be given to meeting the following criteria:

1. The ethical guidelines for partnerships developed by the [The Conference Board of Canada](#);
2. ~~Conference Board of Canada~~;
3. Positive net benefit to students;
4. Support for the division's mission, vision and core values;
5. The quality and relevance of education for learners;
6. Legal and ethical considerations (example: no tobacco, cannabis or alcohol products);
7. Protection of students from commercialization;
8. Economic advantages for the division;
9. The facilitation of positive community engagement;
10. The impact on support for the division and its mission;
11. Communicating and sharing information about the partnership both internally and externally.

Legal Reference: Act references into agreements - Conference Board of Canada

Approved: May 5, 2014

Revised: November 26, 2018

MEETING DATE: March 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 type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Board Committee</u>	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>9</u>	

FROM: J. Smith-Windsor, Chair, SRSC Committee **ATTACHMENTS**

BACKGROUND

RE: TERMS OF REFERENCE – SASKATCHEWAN RIVERS STUDENTS FOR CHANGE (SRSC) COMMITTEE

Please find attached draft Terms of Reference for the SRSC Committee for 2020-2021 for approval.

RECOMMENDATION

That the Terms of Reference for the SRSC Committee be approved as outlined.

**Saskatchewan Rivers Students for Change (SRSC) Committee
2020-2021
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 trustees, 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.

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 5 trustees, selected annually at the Organizational meeting of the board:

- Jaimie Smith-Windsor, Chair
- Barry Hollick, Board Chair
- Cher Bloom, Trustee
- Arne Lindberg, Trustee
- Michelle Vickers, Trustee
- Cory Trann, Superintendent of Schools

A quorum represents any three 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 funding.

6. Meetings:

Committee members shall endeavour to:

- 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 endeavour to 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) to 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.

Board approved:

MEETING DATE: March 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 checked="" type="checkbox"/> Decision
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Board Committee</u>	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>9</u>	

FROM: B. Yeaman, Chair, Facilities Committee **ATTACHMENTS**

BACKGROUND

RE: TERMS OF REFERENCE FOR FACILITIES COMMITTEE 2020-21

Attached are the terms of reference for Facilities Committee for 2020-21 for Board approval.

RECOMMENDATION

That the Board approved the Facilities Committee terms of reference for 2020-2021 as presented.

**Facilities Committee
2020-2021
Terms of Reference**

1. Purpose of the Committee:

This committee is created and guided by Board Policy 2, Appendix 1. The work of the committee will be accomplished in two stages:

- Three Year Capital Needs (as recommended to the February 8, 2021 Board Meeting.)
- Full update/review of our Facilities Plan following the receipt of March 2022 Provincial Facilities Audit Report.

2. Background

To review and submit the selection of building projects to the Three Year Capital Needs submission to the Ministry of Education. To create an updated SRPSD Facilities Report, along with recommendations, to be presented to the Board upon completion of the Provincial Facility Audit Report.

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 the following:

- Bill Yeaman, Chair
- Arne Lindberg, Committee Member
- Alan Nunn, Committee Member
- Darlene Rowden, Committee Member
- Mike Hurd, Administrative Support
- Jerrold Pidborochynski, Administrative Support

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 notice of the committee chair, at a location agreed upon by the Committee.
- Meeting Schedule:
 - December 18th, 2020 1:30 pm (virtual)
 - January 25th, 2021 1:30 pm
 - TBD upon completion of the Provincial Facilities Audit.

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:

The committee work began after the selection of the committee at the November 16, 2020 Organizational meeting. Recommendations were presented to the Board at its February 8, 2021 Regular meeting to comply with Ministry requirements for submission of three-year capital plans. The committee is now waiting for the completion of the Ministry of Education Provincial Facilities Audit, which is scheduled to be completed by March 2022 (at the latest). Once the Provincial Audit is received, the committee will complete the review/update of the SRPSD Facilities Plan and submit a report to the Board with recommendations at the June 2022 Board meeting.

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

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/she deems appropriate.

MEETING DATE: March 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 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>9; 16.2</u>	

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

BACKGROUND

RE: TERMS OF REFERENCE FOR THE SRPSD SUPERINTENDENT SELECTION COMMITTEE – 2020-21

The appointment of a Superintendent Selection Committee occurs whenever the division needs to select a superintendent. The terms of reference below is intended to guide the committee when it is appointed.

1. Purpose of the Committee:

To bring diverse and purposeful perspectives to the recruitment of superintendent of schools.

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.
- Board member is an integral part of the Committee that interviews potential principals.

4. Composition of the Committee:

Trustee: (TBD as required)

Administrative Support: Robert Bratvold

5. Roles and Responsibilities:

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

- Contributing to the work and purpose of the committee.
- Ensuring potential internal and external candidates are aware of superintendent vacancies, and these positions are advertised through an open competition unless Board approval is granted for an alternative process.
- Creating and implementing the recruitment and selection processes.
- Ensuring all recruitment and selection processes are inclusive and respect current collective bargaining agreements, applicable Board policies and relevant legislation and regulations.
- Selecting the candidate
 - After interviewing the shortlisted candidates, the Selection Committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority of the committee in attendance and the Director. The Director must be one of the votes in the majority.
 - After the candidate has been selected, the Director shall be authorized to make an offer of employment to the selected candidate.

6. Meetings:

The senior administrative representative will schedule meetings and interviews at the Education Centre, or virtually as required.

7. Expenses:

- Costs of the committee are borne by the Board.
- Meetings and interviews 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 Superintendent' Selection Committee representative is appointed as required.

9. Reporting/Communication:

The Board member will provide a 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.

RECOMMENDATION

That the Board approved the Superintendent Selection Committee terms of reference as presented.

MEETING DATE: March 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 type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Board Committee</u>	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>9.4</u>	

FROM: D. Rowden, Chair, Board Development Committee **ATTACHMENTS**

BACKGROUND

RE: BOARD DEVELOPMENT COMMITTEE REPORT AND PROPOSAL

The Committee met virtually on Thursday, March 4 to review the submissions of the SSBA and Johnson Shoyama Graduate School of Public Policy. Based on the review of the information, the committee is proposing the attached plan for Board consideration. There will be an opportunity to discuss the two options proposed at the Board table.

RECOMMENDATION

For Board information and decision.

Board Development Committee Proposal – March 4, 2021

<p>Option A:</p> <p>All board members attend CAPSULE. As it is virtual, the event is accessible and affordable for all to attend.</p> <p>https://www.capsle.ca/conference/</p> <p>When: May 2-4, 2021 (12-4 PM EST)</p> <p>Cost: \$450/ per member \$4500 of global funds.</p> <p>In addition:</p> <p>SSBA provides training modules in the area of Finance/Audit and Enterprise Risk Management.</p>	<p><u>CAPSULE AGENDA:</u></p>						
	<p>Day 1: Sunday, May 2</p>						
	12:15 – 1:15	Keynote address 1	Dr. Jerome Cranston	Anti-Racism in Education			
1:30 – 2:30	Concurrent Sessions 1	Corinne Barrett DeWiele	Eric Roher	Sheilagh Turkington	Manu Sharma	Sivane Hirsch & Devorah Feldman	
		Une étude des expériences des directions d'école du Manitoba des mauvais traitements en milieu de travail - fréquence, sévérité et impacts	Duty to Accommodate in the COVID-Era	Issues in Litigation as a means for challenging Racism and Anti-Black and Anti-Indigenous Racism in Employment in Education	The undercurrents of the pandemic on social justice school wide initiatives: A case study of two British Columbia Secondary Schools		Homeschooling within a Hassidic community in Montreal: New regulations seen as leverage or obstacle for pedagogical and social innovation
2:45 – 3:45	Concurrent Sessions 2	Joël Rocque	Jean-Frédéric Hübsch	Holly Hunter	Alex Battick	Nicholus Tumelo Mollo	
		Stratégies innovatrices et tendances émergentes en matière d'accommodement en milieu scolaire	Administrative oversight of education: Perspectives from Ontario	Unstable Ground: Planning for Schools Amidst Changing Demographic & Settlement Patterns	Trending Towards Equity		The role of South African teacher unions in the introduction of the Fourth Industrial Revolution in schools

Day 2 : Monday, May 3, 2021

12:00 – 1:00	Keynote address 2	Professor Fay Faraday	Substantive Equality and Education			
1:15 – 2:15	Concurrent Sessions 3	Maxine Vincelette & Sara-Marie Scott	William Smale & Charles Russo	Teresa Haykowsky	Leanne Bowes & Alissa Perry	Kathy Theberge & Brad Blaisdell
		Les faits saillants de la plus récente décision de la Cour suprême du Canada en matière du droit à l'éducation garanti par l'article 23 de la Charte	Understanding Social Media and Electronic Communication in the Educational Context	Key Issues, Trends and Best Practices in School Board Governance in 2021: Case Law and External Investigations	Water Under the Bridge? Navigating the Turbulent Waters of Restored Language: Lessons Learned	A comprehensive approach to Psychologically Safe and Welcoming Schools – Respect in School and Respect in the Workplace
2:30 – 3:30	Concurrent Sessions 4	Millie Lefebvre	Kent Donlevy & Charles Russo	Christopher Rusko	Bruce Maxwell	Lisa Kelly
		Chevauchement ambigu entre la vie privée et la vie publique : meilleures pratiques pour les éducateurs sur les médias social	A Bridge Too Far: Students, Parents, Schools, Liability Waivers, & Indemnity Clauses in the Age of COVID-19	Blurred lines: Best practices for social media use by educators	Teacher Impartiality: Lessons from Quebec's Ethics and Religious Literacy Curriculum	Do Police Belong in Schools?

Day 3 : Tuesday, May 3, 2021

12:00 – 1:00	Keynote address 3	Dr. Tracey Burns	Education in a Digital World			
1:15 – 2:15	Concurrent Sessions 5	Fabienne Lajoie & Patrick Twagirayezu	Darryl Hunter, Charles Russo, Paul Clarke	Zosia Hortsing & Satkaran Sandhu	Christian Paquette & Christine Côte	Hugh Connelly
		L'isolement et la restreinte physique dans les écoles, une analyse juridictionnelle	A Comparative Analysis of Quebec's Laicity Act and Religious Dress in American Public Schools	"We Resist, We Build, Meeting the Charter-protected freedoms of expression and association	Meeting the Challenges of Attendance Management for School Staff in a New Era	How to write an Ontario pupil suspension letter
2:30 – 3:30	Concurrent Sessions 6	Monika Ferenczy	Joan Grace & Ardith McGeown Plant	Marianne Mazzorato, Stephanie Strong, & Margaret Beck	Maddie Axelrod	Monica Williams & David Young
		Qu'est-ce qu'une conseillère en éducation? Cinq ans de données révèlent pourquoi les parents cherchent ce nouveau service.	A New School Model? Pandemic 2020-21 and Public Education in Canada	One Day at a Time– A Road Map and Templates for Transitioning to the Elementary Hybrid Learning Mode	When Business Becomes Personal: On- and Off-Duty Conduct in the COVID Age	The Evolving Legal and Policy Landscape of Inclusive Education in Canada

Available April 19-23 and/ or May 17-21 - Saskatchewan School Boards Association Board of Education's Role in Financial Reporting – Questions to ask

SSBA Training Modules

Option B

We engage Johnson Shoyama Graduate School of Public Policy

Cost- \$2000 (global funds)

AND

Individual Trusttess attend CAPSULE and use individual funds.

Dates TBD

Johnson Shoyama Graduate School of Public Policy:

Session 1 - Enterprise Risk Management

- o What is the board's role in risk management
- o Approaches to help assess risk and mitigation strategies

Session 2 - Finance and Audit Responsibilities

- o What are the key tasks of a board member as it pertains to their financial stewardship
- o How to determine what financial data to monitor and understand how to question the data to the board's satisfaction.

Our approach to training virtually is to provide participants with pre-session online content that includes foundational information, videos and activities. This helps participants focus on the issues leading up to the live session in which there will be a brief presentation with examples and opportunities for discussion.

MEETING DATE: March 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 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
<i>Primary Policy Reference:</i>	<u>2</u>	

FROM: B. Hollick, Board Chair

ATTACHMENTS []

BACKGROUND

RE: MEETING THE SASKATCHEWAN SCHOOL BOARDS ASSOCIATION (SSBA)

The SSBA is arranging for the President - Shawn Davidson, Vice-President - Jaimie Smith-Windsor, and Executive Director - Darren McKee (& our constituency representative) to meet with our Board for a 15-20 minute session to discuss: *2022 Budget, 2022 Strategic Plan, other priorities and Services Review happening this year.* Our session is scheduled for Monday, March 22, 2021 at 3:00 p.m. – it will be the first item on the agenda at our Planning Session.

RECOMMENDATION

For Board information.

MEETING DATE: March 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 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
<i>Primary Policy Reference:</i>	<u>10</u>	

FROM: J. Smith-Windsor, Trustee **ATTACHMENTS** [v]

BACKGROUND

RE: SSBA – INDIGENOUS COUNCIL

Attached are the minutes of the February 11, 2021 SSBA Indigenous Council meeting for information. Three particular items may be of interest to the Board:

1. Terms of Reference clarify that any interested board member is welcome to attend the Indigenous Council with meetings held 4 times per year (attached).
2. The Ribbon Skirt incident in Good Spirit School Division was debriefed. Kimberly Greyeyes (Chair) and GSSD Board Chair Bob Simpson provided an update on their Board's response. Attendees were invited to reflect on their policies, relationships, and opportunities to support students' learnings around ribbon skirts (and other dress) in a way that reflects local knowledge. Important considerations raised:
 - a) Are Board diversity policies supported with diversity training and professional development at all levels?
 - b) Are broad policy statements around diversity and inclusion sufficient in addressing systemic racism? Consideration should be given to anti-racist policy development and practice.
 - c) Is the Board investing and sustaining robust partnerships with First Nations?
3. The Indigenous Council and SRPSD co-sponsored resolution that seeks legislative review of *The Local Government Elections Act & Regulations* was considered and is a matter of interest for the Minister and Ministry of Education.

The next meeting of the Indigenous Council will be held during the SSBA Spring Assembly.

RECOMMENDATION

For Board information.

**Saskatchewan School Boards Association
Indigenous Council
Meeting Minutes**

Thursday, February 11, 2021

10:00 – 11:30 a.m.

Via Zoom

1. Welcome and Introductions

The Indigenous Constituency representative, Kimberly Greyeyes, welcomed members and chaired the meeting. An update on the advocacy resolution co-sponsored by the Indigenous Council and Saskatchewan Rivers, was added.

2. Indigenous Education Council Terms of Reference

The Council reviewed a draft Terms of Reference (TOR). One edit was suggested regarding the wording of the SSBA staff assigned to support the Council. Council members had no additional feedback and agreed that the draft TOR be forwarded to the SSBA Executive for approval.

3. Indigenous Education Position Statement Resolution

The Council reviewed a draft TOR regarding the establishment of a working committee to undertake drafting an Indigenous Education Position Statement. The Council suggested adding the SSBA Curriculum Advisory Committee representative to the Composition of the Committee. Council members had no additional feedback and agreed that the draft TOR be forwarded to the SSBA Executive for approval.

4. Indigenous Education Responsibility Committee Update

SSBA Executive Director Darren McKee provided an update on this project. He noted that the project is progressing as planned, with engagement from key staff with responsibilities for Indigenous Education. He, and other Council members, noted the alignment with *Inspiring Success* and the Provincial Education Plan work underway.

5. Ribbon Skirt Incident

The Indigenous Constituency representative, Kimberly Greyeyes, raised awareness of this incident that occurred in a Saskatchewan school, noting that it had received significant media attention. She noted that the incident occurred from a lack of knowledge, acknowledging it could occur in any school in Saskatchewan. She advocated for ongoing professional development for trustees and staff. She invited the Chair of

Good Spirit School Division to provide an update on the incident and an overview of their response to Council members.

6. Local Government Election Act Advocacy Resolution Update

SSBA President Shawn Davidson provided an update of a meeting recently held between the SSBA and the Minister of Education. Among the items discussed was this resolution. The Minister committed to looking into this issue and reporting back. President Davidson noted that it is likely that work will be required by this Council and member boards of education to shed light on the specific challenges, and propose solutions.

7. Other Items

a) Next Meeting Date – April 16 at SSBA Spring Assembly. Proposed Agenda Item for Next Meeting:

i. Agenda items can be sent to Kimberly Greyeyes or Ted Amendt

8. Adjourn (11:25 a.m.)

Purpose of the Council:

The Saskatchewan School Boards Association (SSBA) has engaged and supported Indigenous voice in the Association through the formation of a Council since at least 1990. The value of Indigenous voice in the Association was solidified in 2006 with the inclusion of an Indigenous Constituency representative on the SSBA Executive. The SSBA Indigenous Council provides a forum to engage Indigenous school board members and others in providing strategic advice to the SSBA Executive, and in particular the SSBA Indigenous Constituency representative, on matters regarding Indigenous Education and other relevant matters related to Indigenous Education.

Background:

In a 2006 SSBA Research Report – *Saskatchewan School Boards Association 1980-2005*, the author notes that “the Association established a council on Indian and Métis Education in 1990” (Melvin, 2006, p. 63) for a 3-year term. “A decade later, in 2004, the Association again established a council on First Nations and Métis education.” At its 2005 Fall Assembly, the Association membership adopted a bylaw amendment to change the SSBA Executive structure (beginning in 2006) which included the addition of an Aboriginal Constituency representative, elected from self-identified First Nations, Métis, and Inuit school board members. In 2018, this position was renamed the Indigenous Constituency representative.

SSBA Bylaw No. 8C – Council, provides the SSBA Executive with authority to grant a formation of a Council.

C. Council:

1. A group of school board members, who share a special interest and serve an identifiable need appropriately and directly connected to the aims and objectives of the Association, may apply to the Executive for approval as a Council of the Association.
2. The purpose of a Council is to: (a) provide a forum for members of the Council to network and discuss issues related to the special interest or identifiable need that they share; and (b) identify issues and provide information and advice on those issues to the Executive to support the Association’s advocacy initiatives.
3. The application of school board members pursuant to this section shall: (a) clearly identify the special interest and identifiable need of the school board members; (b) list the criteria for eligibility of school board members who could be part of the Council; (c) specify the name proposed for the Council; (d) provide draft terms of reference of the Council; and (e) include any other information that the Executive considers necessary to properly consider the application.
4. Upon receipt of an application containing all of the required information, the Executive shall consider the application for approval as a Council, and may require the applicants to provide additional information that the Executive considers necessary for consideration of the application.

-
5. The Executive may approve the establishment of a Council on any terms and conditions that it considers advisable, and the Council shall conduct itself in accordance with the approved terms of reference.
 6. The Executive shall, in its approval of establishment of a Council, specify the term of the Council.
 7. The Association shall make provision for a meeting of a Council at the Fall General Assembly, and, provide a Council with funds annually, as the Executive considers advisable, to assist the Council with its activities.
 8. A Council in existence on the day before this Bylaw becomes effective is continued.

Council members:

- Work collaboratively to achieve the Indigenous Council's purpose.
- Provide Indigenous perspective, and perspectives of their organizations at Indigenous Council meetings.
- Provide advice to the SSBA Executive, and in particular the SSBA Indigenous Constituency representative, regarding Indigenous Education and other relevant matters related to Indigenous Education.
- Attend Indigenous Council meetings and follow through in a timely manner on any commitments.
- Are engaged to support the success of the Indigenous Council and the SSBA.
- Suggest agenda items to the Chair which may be of a provincial interest.

Composition of the Council:

- The Indigenous Council shall consist of self-identified First Nations, Métis, and Inuit school board members, and welcome all school board members interested in the Indigenous Council's work. The Indigenous Council may also include other interested and relevant partners, such as but not limited to, Directors of Education, and individuals from relevant education partners (e.g. Ministry of Education, OTC, FSIN, MN-S).

Operations:

- The Indigenous Council may meet four times per year in conjunction with existing Association events, and/or by videoconference/regional gatherings. Additional meetings may be held at the request of the Chair. These meetings may be up to half days in length at a location and date named by the Chair.
- The Indigenous Constituency representative of the SSBA will Chair the Indigenous Council.
- The Chair shall:
 - Send notification of meetings.
 - Compile and set agenda items.
 - Invite additional persons for informational purposes as needed.
 - Be responsible to report on the work of the Indigenous Council to the membership.

-
- A SSBA staff member will be assigned to attend the Indigenous Council meetings to record and disseminate minutes to the membership, and do other duties as assigned.
 - The Indigenous Council is not a decision-making body. It provides advice to the SSBA Executive, and in particular, to the Indigenous Constituency representative on the SSBA Executive.

Expenses:

- Each Indigenous Council member is responsible for any per diem and travel costs for the Indigenous Council meetings.
- Other incremental expenses related to Indigenous Council meetings (i.e. facility costs, refreshments, etc.) will be covered by the SSBA.

Term of the Council:

- The term of the Council is for two years. Approval to continue the Indigenous Council will be made by motion of the Executive of the SSBA every two years.

Indigenous Education Position Statement – Working Advisory Group

Terms of Reference

Purpose of the Committee:

At its 2020 Fall General Assembly, the SSBA membership adopted the following resolution: **BE IT RESOLVED that the SSBA create a working committee to engage member boards in drafting a position statement on Indigenous Education, to be brought to the membership for adoption.** First Nations and Métis Education is a priority in Saskatchewan. *The Truth and Reconciliation Calls to Action*, as well as *Inspiring Success: First Nations and Métis Pre-K-12 Education Policy Framework*, provide Saskatchewan's education sector with goals and actions in this area. Boards of education/Conseil scolaire fransaskois continue to support First Nations and Métis education and initiatives in Saskatchewan as demonstrated by a variety of SSBA adopted resolutions in recent years. A position statement on Indigenous Education will provide clarity and guidance to the SSBA and member boards in this work. To facilitate the development of the SSBA Indigenous Education Position Statement a Working Advisory Group (WAG) committee is struck to address this task. Specifically, the Committee will:

- Review the *Truth and Reconciliation Calls to Action*, as well as *Inspiring Success: First Nations and Métis Pre-K-12 Education Policy Framework*, to provide direction for important elements in the Position Statement.
- Review Indigenous Education position statements, or similar documents, from other provincial education Boards' associations to identify important elements for consideration.
- Draft an Indigenous Education Position Statement, and provide this draft statement to member boards for feedback.
- Submit the proposed Indigenous Education Position Statement to the SSBA Resolutions and Policy Development Committee for inclusion and consideration at 2021 Fall General Assembly for adoption by the membership.

Background

Position Statements are critically important to guiding the work of the SSBA. By policy, the SSBA Position Statements are reviewed every five years. Changes to Position Statements may occur through this process, and new Position Statements may be developed at the direction of the membership. The Position Statements up for review are presented to member boards of education for adoption each year at Fall General Assembly.

Committee members demonstrate a commitment to:

- Work collaboratively to achieve the committee's purpose.
- Provide organizational and/or technical perspective.
- Attend committee meetings and follow through in a timely manner on any commitments.

Composition of the Committee:

Member	Participating Organization
Kimberly Greyeyes (Chair)	SSBA Executive Member, Indigenous Constituency Rep, Prairie Spirit School Division
Jaimie Smith-Windsor	SSBA Vice-President and Curriculum Advisory Committee Representative
SSBA	3 Board Members (TBD)
LEADS	2 LEADS members (TBD by LEADS)
Ted Amendt	SSBA Staff
Elder/Cultural Advisor	To be named from the Indigenous Council
Indigenous Council	The WAG will engage the SSBA Indigenous Council for direction and advice throughout the drafting process.
Others	Additional education sector expertise may be invited if deemed necessary, and agreed upon by the committee.

Roles and Responsibilities:

- The SSBA Executive member will chair the Committee.
- The chair is responsible for calling the meetings, setting the agenda and chairing the meetings. The chair (or delegate) sends notice of meetings, and records and distributes minutes.

Meetings:

- Meetings will be called by notice of the chair, at a location agreed upon by the Committee. Meetings may also be conducted by alternate means. It is anticipated that virtual meetings will be conducted due to restrictions related to the pandemic.

Expenses:

- Each organization is responsible for any staff time and travel costs for their representative(s) to attend Committee meetings.

Term of the Committee:

- The term of the Committee is from March 2021 – September 2021.

Deliverables:

- A recommendation to the SSBA regarding a new Indigenous Education Position Statement.

Reporting/Communication:

- Communication regarding the committee progress will be shared with member boards of education by the SSBA. LEADS will provide updates to their members as they deem appropriate.

Decision Making

- Working on behalf of boards of education in Saskatchewan, this committee is formed from representation of SSBA and LEADS members who will provide advice to the SSBA Executive. As a committee, we will work to consensus on the draft Indigenous Education Position Statement that is developed.