

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

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

**Monday, September 13, 2021
Time: 4:00 p.m.**

AGENDA (#21R-9)

- 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 August 30, 2021
 - (b) Financial Statements – for the Period Ended August 31, 2021 - Preliminary
- 8. Business arising from the previous meeting**
- 9. New business (Board Committee Reports, Trustees' items and Notice of Motions)**
 - (a) Motions brought forward from Closed Session from September 13, 2021
 - (b) External Board Committees (if any)
 - (c) Provincial Update
 - (d) Transportation Appeals to the Board of Education – **R. Bratvold**
 - (e) MLA Meeting Pre-planning (Board's Annual Work Plan) – **B. Hollick**
 - (f) Board Development Plan Review – 2020-21 – **D. Rowden**
- 10. Accountability reports**
- 11. Reports from administrative staff**
 - (a) Board Director Evaluation Dates – **R. Bratvold**
 - (b) Budget Priorities, Guidelines and Timelines – **R. Bratvold**
 - (c) Safety Update – **R. Bratvold**

- 12. Notice of Motion
- 13. Three key messages for SCC/Public from meeting
- 14. Board members’ forum
- 15. Adjournment

CALENDAR OF EVENTS	
September 27, 2021 <i>Time: 3:00 to 5:00 p.m.</i>	Planning meeting, Board Room, Education Centre, 545 – 11 th Street East, Prince Albert, SK
October 4, 2021 <i>Time: 4:00 p.m.</i>	Board meeting, Board Room, Education Centre, 545 – 11 th Street East, Prince Albert, SK
October 25, 2021 <i>Time: 3:00 to 5:00 p.m.</i>	Planning meeting, Board Room, Education Centre, 545 – 11 th Street East, Prince Albert, SK

MEETING DATE: September 13, 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

- August 30, 2021 Regular Minutes

RECOMMENDATION

That the minutes of the Regular meeting of August 30, 2021 be approved as presented.

NO. #2021R-8 (MONDAY, AUGUST 30, 2021)

MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION, BOARD OF EDUCATION HELD ON MONDAY, AUGUST 30, 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
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
DR. M. VICKERS, Trustee
MR. B. YEAMAN, Trustee

SENIOR ADMINISTRATION

Mr. R. Bratvold, Director of Education
Mr. J. Pidborochynski, Chief Financial Officer
Mr. T. Michaud, Superintendent of Schools

Mrs. J. Ward, Administrative Services Officer
Mr. N. Finch, Superintendent of Schools

D. Rowden, Vice-Chair, called the meeting to order. Board Chair Hollick will be late.

D. Rowden 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-73

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

Carried.

Regular meeting resumed. B. Hollick resumed the position of Board Chair.

OTHERS

M. Oleksyn, Daily Herald reporter

GALLERY

Parents (8) – from the Red Wing, Canwood, Holbein and Debden areas.

DELEGATION

Consensus of the Board was to allow the delegation of parents an opportunity to present to the Board regarding their concern with the mandatory mask requirement in schools and the notice/consultation provided to the public regarding SRPSD COVID Response Plan. They wanted students to have a choice to wear a mask and provided their rationale.

R. Bratvold reviewed the Plan development process and the short response time regarding the Division's COVID Response Plan distribution. He noted that the school division and other officials meet regularly with the Local Public Health Officer for direction and recommendations. He also stated that the Plan is reviewed weekly and is adjusted as required.

B. Hollick commented that an invitation was extended to the Public Health Officer to attend a future Board meeting.

ADOPTION OF THE AGENDA:

#21R-74

Moved by G. Gustafson that the agenda be approved with the addition of Parents Delegation on Mandatory Masking Requirements.

Carried.

CONSENT ITEMS:

#21R-75

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

(a) Adoption of the Minutes for Regular meetings of June 21, 2021;

(b) Administrative Procedures Changes.

Carried.

NEW BUSINESS:

(a) Motions from the Closed Session of August 30, 2021:

#21R-76

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

1. That the Board confirm Saskatchewan Rivers Public School Division's COVID-19 Response Plan for 2021-22.

Carried.

(b) Transportation Appeal to the Board – Molzan Family

The Molzan family's request for transportation services to École Debden Public School for French Immersion programming was discussed.

#21R-77

Moved by D. Rowden that the Board grant the request from Jeff and Tammy Molzan to grandfather transportation services for the three Molzan children currently attending École Debden Public School until the youngest child graduates.

Carried.

(c) 2021-2022 Board Meeting Schedule/Attendance at Board Meetings

Consensus of the Board was to continue arranging online meetings to allow trustees the ability to attend remotely.

#21R-78

***Moved by A. Lindberg that the 2021-2022 Board meeting schedule be approved as revised.
Carried.***

B. Hollick will bring back suggested dates for the Board/Director Evaluation that will be completed by the Saskatchewan School Boards Association.

(d) Board Chairs Council Verbal Update

B. Hollick commented that the Board Chairs Council meetings have commenced again for the current school year.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) Human Resources Accountability Report

N. Finch reviewed the Accountability Report on Human Resources for information.

#21R-79

***Moved by G. Gustafson that the Board confirm that the intent of Policy 13, Item 3 and Policy 16 have been met and that the Human Resources Accountability Report be referred to the Director Evaluation process.
Carried.***

REPORTS FROM ADMINISTRATIVE STAFF:

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

The 2021 Fall General Assembly will be held in Regina at the DoubleTree (subject to approval of the Executive based upon the advice of the Saskatchewan Chief Medical Officer) on November 14-16, 2021.

The process and deadlines for submission of the bylaw amendments and resolutions was shared.

(b) Saskatchewan Rivers Public School Division Strategic Plan 2021-2024

The SRPSD Strategic Plan for 2021-2024 was presented for review and Board approval. Further discussion regarding a communication plan and the integration of accountability reports into the new plan will take place at future meeting.

#21R-80

***Moved by J. Smith-Windsor that the Saskatchewan Rivers Public School Division Strategic Plan for 2021-2024 be approved.
Carried.***

THREE KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING

- Welcome back to staff and students;
- 2021-2024 SRPSD Strategic Plan approved;
- Affirmation of the COVID Response Plan.

BOARD MEMBERS' FORUM:

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

ADJOURNMENT:

#21R-81

Moved by A. Nunn that the meeting adjourn. (7:50 p.m.)

Carried.

SIGNATURES:

Board Chair

Administrative Services Officer

Date of Approval

MEETING DATE: September 13, 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>2.8</u>	

FROM: J. Pidborochynski, Chief Financial Officer ATTACHMENTS [v]

BACKGROUND

RE: FINANCIAL STATEMENTS – for the Period Ended August 31, 2021 - preliminary

The Statements of Financial Position and Operations have been prepared in accordance with the Canadian public sector accounting standards and the format specified in the Financial Reporting Manual issued by the Ministry of Education. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

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

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

1. Property Taxation – Sturgeon Lake TLE Agreement
2. Grants – Increase due to Ministry Pandemic and Jordan's Principle funding.
3. Tuition Fees – Lower on-reserve enrolment than budgeted.
4. School Generated Funds – Decrease in school fundraising/operations.
5. Complementary Services – Early Learning Intensive Supports grant of \$300K not included in budget.
6. External Services – Grants higher than budgeted.
7. Other – Capital tuition revenue recognized on LED project.

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

1. Governance – Decrease in travel/conventions/election.
2. Instruction – DLC staffing and costs.
3. Plant – Increase in Pandemic expenses.
4. Transportation – Decrease in expenses due to COVID.
5. School Generated Funds – Decrease in school fundraising/operations.

Capital Purchases

1. Arthur Pechey Daycare - \$163K, computer equip - \$767K, other equipment - \$315K and buses - \$76K.

RECOMMENDATION

That the Board accept the financial statements as presented.

Saskatchewan Rivers School Division No. 119
Statement of Financial Position
As at August 31, 2021

	Current Year Actual	Prior Year Actual	Variance
Financial Assets			
Cash and Cash Equivalents	29,772,833	21,905,101	7,867,732
Other Receivables	114,035	1,267,900	(1,153,865)
Portfolio Investments	1,000,000	5,000,000	(4,000,000)
Total Financial Assets	30,886,868	28,173,001	2,713,867
Liabilities			
Accounts Payable and Accrued Liabilities	718,004	2,622,502	(1,904,498)
Liability for Employee Future Benefits	3,391,900	3,391,900	-
Deferred Revenue	60,170	414,640	(354,470)
Total Liabilities	4,170,074	6,429,042	(2,258,968)
Net Financial Assets	26,716,794	21,743,959	4,972,835
Non-Financial Assets			
Tangible Capital Assets	60,883,783	65,480,175	(4,596,392)
Inventory of Supplies for Consumption	137,403	137,403	-
Prepaid Expenses	504,911	639,245	(134,334)
Total Non-Financial Assets	61,526,097	66,256,823	(4,730,726)
Net Assets	88,242,891	88,000,782	(354,470)
Accumulated Surplus			
Accumulated Surplus - Beginning of the Year	88,000,782	86,933,796	1,066,986
(Loss) earnings from Operations	242,109	1,066,986	(824,877)
Accumulated Surplus	88,242,891	88,000,782	242,109

Saskatchewan Rivers School Division No. 119
Statement of Operations and Accumulated Surplus
For the Period from September 1, 2020 to August 31, 2021

	Current Year Actual	Current Year Budget	Budget Remaining	Budget % Remaining	Prior Year Actual	Actual Variance
REVENUE						
Property Taxation	118,652	-	(118,652)	#DIV/0!	5,218	113,434
Grants	99,519,777	92,217,736	(7,302,041)	-7.92%	92,036,682	7,483,095
Tuition and Related Fees	2,310,879	2,864,131	553,252	19.32%	3,145,774	(834,895)
School Generated Funds	1,321,808	2,280,000	958,192	42.03%	1,854,661	(532,853)
Complementary Services	1,866,543	1,566,543	(300,000)	-19.15%	1,858,335	8,208
External Services	4,332,026	4,056,585	(275,441)	-6.79%	5,889,509	(1,557,483)
Other	1,130,766	821,319	(309,447)	-37.68%	2,313,017	(1,182,251)
Total Revenue	110,600,451	103,806,314	(6,794,137)		107,103,196	3,497,255
EXPENSES						
Governance	562,285	601,327	39,042	6.49%	427,931	134,354
Administration	3,220,730	3,350,441	129,711	3.87%	3,271,026	(50,296)
Instruction	74,988,880	73,354,004	(1,634,876)	-2.23%	71,577,876	3,411,004
Plant	17,631,744	15,985,011	(1,646,733)	-10.30%	15,288,130	2,343,614
Transportation	6,690,237	7,298,486	608,249	8.33%	6,704,799	(14,562)
Tuition and Related Fees	81,800	69,072	(12,728)	-18.43%	64,300	17,500
School Generated Funds	1,310,603	2,305,000	994,397	43.14%	1,652,986	(342,383)
Complementary Services	1,692,787	1,653,263	(39,524)	-2.39%	1,754,487	(61,700)
External Services	4,179,276	4,111,210	(68,066)	-1.66%	5,290,826	(1,111,550)
Other Expenses	-	500	500	100.00%	3,849	(3,849)
Total Expenses	110,358,342	108,728,314	(1,630,028)		106,036,210	4,322,132
(Deficit) surplus for the Period	242,109	(4,922,000)	5,164,109		1,066,986	(824,877)
Accumulated Surplus, Beginning of Year	88,000,782	88,000,782			86,933,796	1,066,986
Accumulated Surplus, End of Period	88,242,891	83,078,782			88,000,782	242,109
Tangible Capital Assets						
Tangible Capital Assets - Beginning of Year	65,480,175	65,480,175	-	0.00%	68,222,399	
Tangible Capital Asset Purchases	1,351,108	1,160,500	(190,608)	-16.42%	1,498,297	
Amortization	(5,947,500)	(5,947,500)	-	0.00%	(4,240,521)	
Tangible Capital Assets - End of Period	60,883,783	60,693,175	(190,608)		65,480,175	

MEETING DATE: September 13, 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>New Business</u>	<input type="checkbox"/> Consent Item

Primary Policy Reference: 17

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

BACKGROUND

RE: TRANSPORTATION APPEALS TO THE BOARD OF EDUCATION

The Schattle and De Bruijn families have had conversations with the Transportation Manager, the Chief Financial Officer (transportation supervisor) and appealed to the Director of Education. Their requests have been denied for a number of reasons and they have enacted their right to appeal to the Board (letters attached). The Schattle family have indicated they will not be attending the meeting, but the De Bruijn have not confirmed their attendance at the meeting.

RECOMMENDATION

For Board consideration.

September 1, 2021

Dear Mr. Robert Bratvold,

This letter is to advise we formally wish to appeal the decision that Saskatchewan Rivers Public School Division made in March 2021 to end our transportation services from our location at SE 19-53-4 W3 to the French Immersion School of Ecole Debden School.

Though our children are younger than others affected, our oldest is attending kindergarten this year, this bussing restriction has affected our family, nonetheless.

Having attended preschool in Debden, Landis has become accustomed to the school, surroundings, and immersion of French in the classroom. We need not reiterate the benefits of learning a second language, albeit Canada's official language, while young.

It is very important to us, as individuals who have post-secondary educations, that we can access the best education possible, and Ecole Debden can fulfill that.

It is our understanding that this area has always been up for debate as to which school transportation would be provided to; however, we would request that this uniqueness be considered, and to have a choice in our school, as has been offered to residents in this area in the past.

As with most rural families the time it would take to adjust our commute (assuming employer agreeance) would be phenomenal. It is not just a few minutes, we are looking at over 1 hour every day of additional drive time, not to mention approximately 2-4 hours of lost wages depending on the day. This is certainly not feasible for our family. We are approximately 8km closer to Debden than Canwood.

The "Safe Haven" program that you have in place as an alternative does not alleviate this in any way. In fact, this program intensifies concerns as it places responsibility for our children on someone else, while not reducing the excess time used and lost wages to transport our children to the Safe Haven site. I do not see how this would ensure "safe haven" when anything could happen on the roads regardless if our children are transported to and from our very own yard site.

Given our above concerns and the proximity of the bus (Jeff and Tammy Molzan), we would request that our children be grandfathered into transportation to Ecole Debden School. Considering the times we are in with the ever increasing uncertainty and high anxiety for children, forcing them to change their friends, classrooms, teachers, and education style would NOT benefit them at all.

We respectfully request that you grandfather our sons, Landis and Logan Schattle, into transportation to Ecole Debden School.

We thank you for your time and if further information or communication is required, feel free to contact us at 306-930-0871 or 306-940-7400.

Sincerely,

Russell and Marla Schattle

September 3, 2021

Dear Saskatchewan Rivers School Board of Education,

We, Richard and Sue De Bruijn, would like to appeal the decision of Mr. Robert Bratvold to decline our request to continue our children's transportation services from our location at SE-1-53-5-W3 to the French Immersion School of Ecole Debden School.

We request that you overturn Mr. Bratvold's decision.

All 3 of our children, ages 12, 10 and 8, have gone to Debden School since preschool, in order to have access to education in French, our country's official second language. They have always worked very hard to achieve in school, and are often at the top of their class. To be honest, with the combined grades, and inclusion of all learning levels and abilities into classrooms, French is the only thing that keeps them interested and challenged in school. They are devastated that they have been denied this access.

We are equally distant from Canwood and Debden schools, residing slightly closer to Debden school than Canwood. In the past, the school boundaries of our area have been moved, reflecting that it is relatively unique in that we have 2 schools nearly equal distance. It is very important to us, as people who have university educations, that our children have access to the best education possible. Debden, by offering French immersion, is the school to do this. We would like the uniqueness of our area to be considered, and to have a choice in our school, as has been offered to residents in this area in the past.

Driving our children every day to school, or a safe house, is an economic hardship for us, especially at these times. We cannot afford new, reliable vehicles, and are concerned about getting them safely to and from school every day, especially during our often difficult winters. Additionally, we do not feel at these times of great uncertainty and high anxiety for children, that forcing them to change their friends, classrooms, teachers and education style would benefit them at all. Our children have only known Debden School. They play minor hockey and curl in Debden...they walk to the Arena after school. Both of these activities are not available in Canwood. Covid protocols have already changed their lives in so many ways, please let them have their school.

As was offered to the children of Jeff and Tammy Molzan, we would also like our children grandfathered into transportation to Ecole Debden School, until our youngest, born 2013, graduates from high school. We respectfully request that Raef, Winston and Burke De Bruijn be grandfathered in to transportation to Ecole Debden School. Please contact us at 306-468-3151 or 306-747-1326 if you require further information or communication.

Sincerely,

Richard and Sue De Bruijn

MEETING DATE: September 13, 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)</u>	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>9.4</u>	

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

BACKGROUND

RE: BOARD DEVELOPMENT PLAN REVIEW - 2020-21

The Board Development Committee met on September 7, 2021 to discuss the Board Development Plan for 2021-22 and review of last year's Plan. The 2020-21 Professional Development survey results were reviewed (see attached).

The Board Competency Matrix will be emailed out to trustees next week with a deadline of October 5, 2021 for completion.

RECOMMENDATION

For Board information.

Board Planning and Development Committee 2020-21 Professional Development Survey Results

Purpose of the Committee:

The purpose of the Board Development Committee is to:

- a. Facilitate and encourage both individual trustee and collective board learning and development in support of excellence in board governance
- b. Lead the implementation of the Board Development portions of the Board's Annual Work Plan:
- c. Reflect upon the various tools and processes to monitor and develop knowledge, competencies, and strengths in order to improve board governance.

In August a google survey was sent to each Board member to capture their feedback and reflections on the offerings of the 2020-21 professional development offerings. Six surveys were completed.

EVENT	Number of Trustee Participants	Feedback
4 Seasons of Reconciliation	6	<ul style="list-style-type: none"> -Valued listening to contributors from across Canada and industry. Well worthwhile. -should offer this to all staff -An excellent way to remember our history and point the way to reconciliation. Enjoyed it!! -Finished the course very soon after we first had access to it. I feel it was very educational and had quality education. The video's were very well done. It was easy to complete as it allowed for it to be done in small parts. -There is a lot of value in this course that aligns with our commitments to reconciliation. -Excellent source of info
Governance Solutions for the Professional Certificate Program	1	<ul style="list-style-type: none"> -interest if it was offered virtually -This certification (19 weeks) pulls together the tools and knowledge board members need to contribute to high performance governance. It was the best PD I've taken, specific to the roles and responsibilities of being a board member - Modules focused on: strategy, risk, people, HR Policy, board/director relations, board culture and behaviour, effectiveness (committees, tools, evaluation, asking the right questions), oversight, finance & resources. It was well worth the time commitment and investment.
Trustee Academy - Attributes of High Performance (The series of workshop was held from January 18 to February 4, 2021.)	6 (various workshops)	<ul style="list-style-type: none"> -It was a good introduction into becoming a trustee. -This was a great workshop. It might be worthwhile to have a PD session for the whole board on communications tools. -Always value panel discussions. Good mix of urban/rural Trustees. Learning from experience is well received. Online format doesn't give enough time for Q&A.

		<p>-ok</p> <p>-Good session from ssba lawyers, lots of knowledge. Few examples used, more would be better, but time constraints.</p> <p>-Provided information to think about</p> <p>-Good. Pertinent to work happening with our board.</p> <p>-Provided by ssba legal. Good info, more time for examples and Q&A would have been beneficial. If it was in person there would be opportunity for table conversations.</p> <p>-Good basic advice</p>
LA FOIP 101: Clarifying the Act for Beginners - February 1, 2021	1	-Informative, presenter really knew her stuff and the Act that governs LAFOIP.
LA FOIP: Municipal Sector: Practical Tips and Tricks - February 2, 2021	1	-Session was ok, there was some cross over with education and general (most sectors). Wouldn't sign up again.
LA FOIP 101: Education Sector: Tips and Tricks - February 3, 2021	2	Presented by ssba lawyers. Very knowledgeable. Gave a few examples, Q&A not long enough, online difficult for this. Recommend for Board each term.
National Congress on Rural Education in Canada (March 28 - 29, 2021)	2	-GreatChoice of sessions to choose from and of those that I attended were very relevant for our business.
Capsle Conference 2021 - Rivers of Change: Trans Canada Trends in Education Law (May 2 - 4, 2021)	4	<p>-Some sessions were good. Good to hear perspectives from across Canada. Appreciated the chance to participate since it was offered online this year, not sure I'd attend in person??</p> <p>-Excellent conference-great sessions and presenters-a huge range of topics thus easy to find ones relevant for me----well done!</p> <p>-Really enjoyed this conference, I found it to offer different professional development than previous years and I would consider going to this in the future.</p> <p>-This was a great conference, very specific to education policy and law. Attendees were mostly trustees and senior leaders in education. The conference provided loads of sessions on current policy issues in the Ed sector, nationally. I attended sessions on: Anti-racism, legal issues related to Covid-19, Duty to Accommodate (vaccination policy addressed), Key Issues, Trends and Best Practices in School Board Governance in 2021: Case Law and External Investigations, Equity, Policing in Schools, Board Conduct and Inclusive Ed Policy.</p> <p>-Interesting</p>
Public School Boards Association of Alberta - April 19, 2021 - 3 sessions	1	Good to hear another provincial view on public education and good yo keep Alberta as an partner on this.
SSBA Module - Enterprise Risk Management - May 17, 2021	5	-Good to work on this with the in person group. Getting a handle on Division risks, different levels, different ways to

		<p>mitigate if the need arises. Recommend the Board takes this session once/term.</p> <p>-ok</p> <p>-It did not do much for me!</p>
2021 National Trustees Gathering on Indigenous Education and Canadian School Boards Association (CSBA) Congress	1	<p>Equity & Inclusion theme. Relevant sessions on anti-racism & systemic bias with a focus on tools for system leaders - organizational review, policy considerations, solutions (Kike Ojo-Thompson). The mental health and equity session and student panel were timely and relevant. Kevin Lamoureaux session (Reconciliation & Calls to Action) was compelling & the Carriers of Hope (Youth Calls to Action) session highlighted an impactful, FN youth-led response to TRC. I appreciated being able to attend virtually this year, reducing travel and cost.</p>
Other: Voices of Our Youth Conference in May 2021	1	<p>-Not for this one, but another PD I took was online Voices of Our Youth Conference in May 2021. Really good interviews with past students from the PA area highlighting their successes, challenges and hope for the future. Also some really good talks with community organizations meeting the challenges and opportunities in our area. It was a really well put together online conference right here in PA</p>

BOARD COMPETENCY MATRIX

THE PROCESS

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

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

The three tiers included are:

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

Qualifiers for the Rubric:

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

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

Additional comments regarding industry knowledge:

Tier 3: Character considerations ALL BOARD MUST HAVE

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

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

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

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

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

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

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

Be strategic thinkers, able to move beyond the details to visualize the far-reaching future.

Be proactive and anticipator rather than reactive and responsive.

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

MEETING DATE: September 13, 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

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

BACKGROUND

RE: BUDGET PRIORITIES, GUIDELINES AND TIMELINES

Each Year the Board reviews and amends or approves the key elements of budget development. They are below for Board consideration.

PRINCIPLES FOR DEVELOPING BUDGET ESTIMATES

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

GUIDELINES FOR DEVELOPING BUDGET ESTIMATES

1. Expenditures will reflect current reality and future opportunities.
2. Provision will be made for revenues and expenditures required for the implementation of the priorities and goals of the Board of Education as outlined in:
 - o Board Foundational Statements in Policy 1
 - o Division's Strategic Plan
3. Provision will be made for revenues and expenditures required to meet the annual objectives of the division's services.
4. Provision will be made for revenues and expenditures required for the implementation and actualization of the Ministry of Education curricula.
5. Allowances will be made for the capital priorities and facilities maintenance program.

Re: Budget Priorities, Guidelines and Timelines

6. Allowances will be made for building capacity for site-based management and accountability.
7. Budget estimates will be adjudicated by Administrative Council prior to presentation to the Board of Education.
8. Supplementary statements will be prepared consisting of statistical data on school enrolment, personnel requirements, additions to and changes in programs, explanations of the contents under each budgetary category, distribution of costs among defined school activities, and other supporting data.

TIMELINE FOR DEVELOPING BUDGET ESTIMATES

Sept 1 ----- Start of fiscal year (and prepare for audit of last year's financials)
Oct----- Confirm Board Principles and Guidelines for budget development
Dec ----- Review and analyze previous year's audited financial statements
Jan-May --- Consultations and communication with Board and other stakeholders
Jan ----- Confirm capital project priorities (and finalize audit from previous year)
Jan ----- Staffing and Enrolment projections
Feb----- Preliminary Budget additions and reductions
Mar ----- Provincial Budget and Ministry of Education funding information
Apr----- Finalize Budget additions and reductions
May----- Review Preliminary Budget and approve if appropriate
June ----- Approve Final budget, if not approved previously
June ----- Submit Budget to Ministry and communicate budget to schools
Aug 31 ----- End of fiscal year

RECOMMENDATION

That the Board approve the Principles, Guidelines and Timelines for budget development as presented.

MEETING DATE: September 13, 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 checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Consent Item

Policy Reference: 1.5.1; 2.1.1

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

BACKGROUND

RE: SAFETY UPDATE

1. Background

The safety program of the division is wide ranging and includes things ranging from fire safety and WHMIS to OHS and our Return to Work program. The division safety team consists of the Superintendent of Facilities, Human Resources Manager and Director of Education. This team meets on a regular basis to

- Review data from WCB, OHS, and internal sources
- Connect with representatives from WCB, OHS and WorkSafe
- Plan, implement and monitor actions designed to improve safety across the division
- Identify emerging issues and plan a response
- Create reports or other forms of communication to share with the Board, administration and others

The purpose of this Injury Report is to highlight some of the key indicators that provide a snapshot of injury data currently and over time.

Note that the WCB operates on a calendar year (January 1 to Dec. 31) so its collection and comparison of data does not integrate well with the school-year cycle that the school division follows. Its reports also require significant internal review before being made available to industry so there is often a significant time lag in availability.

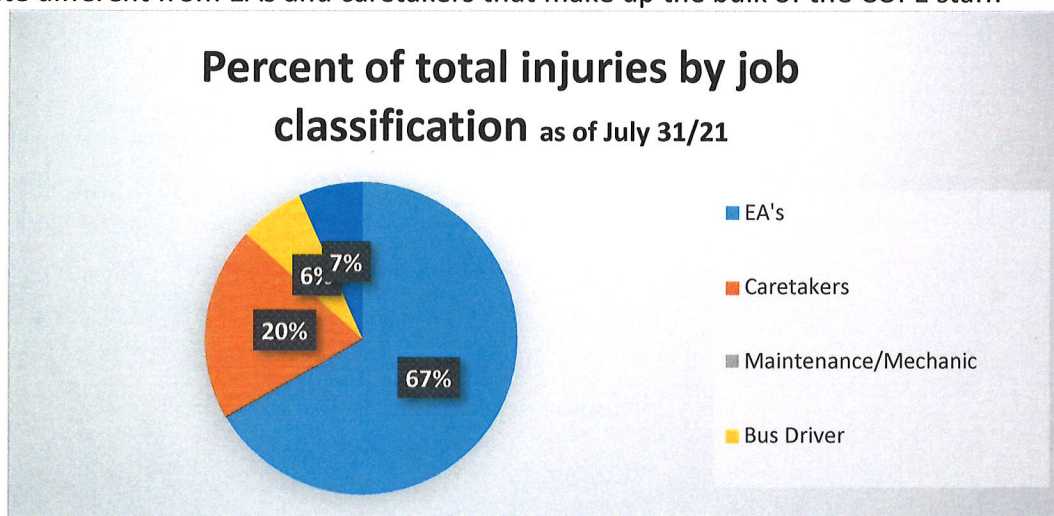
2. Injury Data

Annual Data Comparison						
	2019		2020		2021	
	SRPSD	Industry	SRPSD	Industry	SRPSD	Industry
WCB Injury Rate for SRPSD and Industry category G12	45	577	20	405	15	n/a
	9.97%	6.95%	4.89%	4.88%	n/a	n/a

Timelines and Injury Data			
	As of Dec 31/19	As of Dec 31/20	As of July 31/20
Data Type	2019	2020	2021
Total Employees in data set (CUPE, sub CUPE, contract, OOS, sub Teacher)	1000	1035	909
Total Injury Claims	45	20	15
Loss Time Injury Claims	19	8	9
Lost Days	590	667	293
Lost wages cost estimate (Note1)	\$89,621.00	\$101,317.30	\$45,614.24
Lost wages reimbursed (Note 2)	\$30,660.62	\$13,146.70	\$34,442.38
Cost to SRPSD from all injuries (Note 3)	\$58,960.38	\$88,170.60	\$11,171.86
<p><u>NOTE 1:</u> This data is intended to provide a rough estimate. It is not precise because the hourly wages of those injured ranges from \$22.40/hour (Caretaker) to \$22.08/hour (EA) and the number of employees at each rate varies. The average used for this calculation is \$22.24 per hour at 7 hrs/day</p>			
<p><u>NOTE 2:</u> This data is actual wages reimbursed by WCB. The data is not precise because WCB reimburses the division for 80-85% of the wages paid to an employee if that injury is covered by the WCB program but numbers and wages vary as outlined in NOTE 1.</p>			
<p><u>NOTE 3:</u> The data does not include the salary of SRPSD staff managing the injury and return to work process, the lost productivity, nor the WCB annual premium costs. The salary of those managing the injury and the lost productivity data is not available and the WCB premiums are part of the budget and financial statements.</p>			

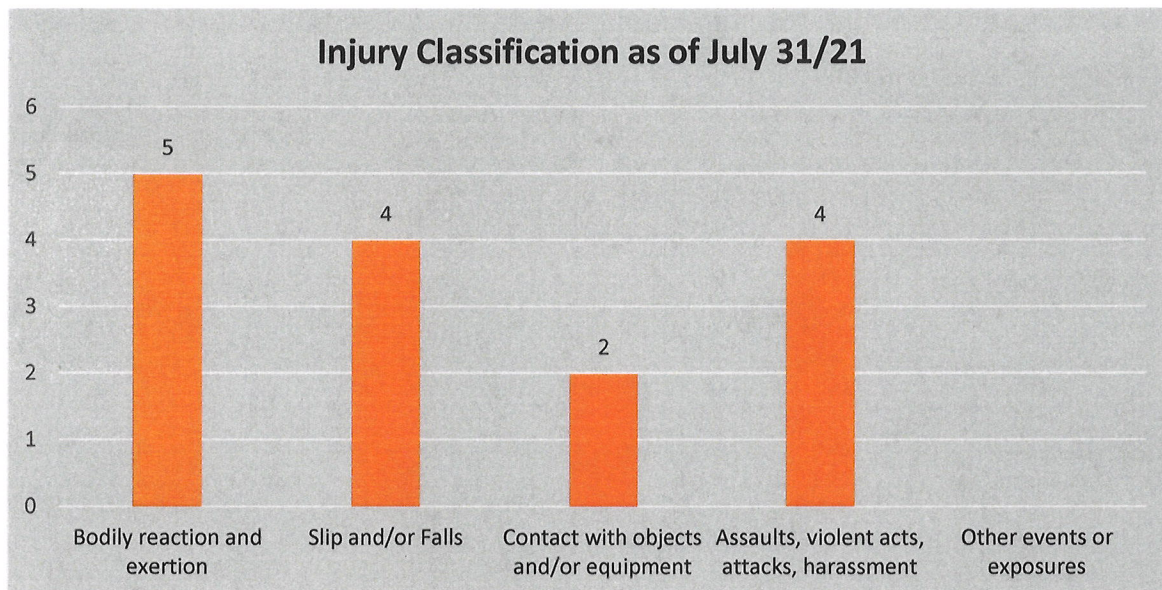
3. Injury Data by Employee Classification

Note: WCB data does not include teachers so although some extrapolation of CUPE data to the division as a whole might be indicative of employee injury generally, the duties of teachers and other employees are quite different from EAs and caretakers that make up the bulk of the CUPE staff.



Employee Classification	As of Oct 31/19	As of Dec 31/19	As of Dec 31/20	As of July 31/21
EA's	11	20	4	10
Caretakers	9	13	9	3
Maintenance/Mechanic	2	4	5	
Bus Driver		2		1
Other (Sec, Lib, Social Worker, Cook, IT)	4	6	2	1
TOTAL	26	45	20	15

4. Injury Data by Most Frequent Type



Injury Classification	As of Oct 31/19	As of Dec 31/19	As of Dec 31/20	As of July 31/21
Bodily reaction and exertion	11	16	6	5
Slip and/or Falls	7	16	8	4
Contact with objects and/or equipment	3	5	1	2
Assaults, violent acts, attacks, harassment	5	8	2	4
Other events or exposures			3	
TOTAL	26	45	20	15

5. Key Actions in Next Term

- a) Provide advice and direction on safety measures in COVID Response Plan.
- b) Ensure OHS committees are established, functioning and effective.
- c) Ensure new staff complete WHMIS training as recommended by SSBA legal and required by legislation.
- d) Collaborate with WCB rep to investigate potential training for EAs and other staff.
- e) Communicate injury rates and key interventions to staff through principals.
- f) Sustain implementation of the Return to Work and COR Safety programs.
- g) Analyze and respond to the external audit of the Safety Program and COR certification.

RECOMMENDATION

For Board information