

**THE ORGANIZATIONAL MEETING FOR THE BOARD OF EDUCATION OF THE
SASKATCHEWAN RIVERS SCHOOL DIVISION NO. 119**

**Seminar Room, Education Centre
545 – 11th Street East, Prince Albert, SK
Monday, November 8, 2021
4:00 p.m.**

AGENDA

- 1. CALL TO ORDER BY R. BRATVOLD, DIRECTOR OF EDUCATION**
- 2. LAND ACKNOWLEDGEMENT**
- 3. DECLARATION OF CONFLICT OF INTEREST**
- 4. ADOPTION OF AGENDA**
- 5. ELECTION OF BOARD CHAIR**
- 6. ELECTION OF VICE-CHAIR**
- 7. DEPUTY CHAIR ROTATION SCHEDULE:**
 - November, December 2021 A. Lindberg
 - January, February, March, 2022 A. Nunn
 - April, May, June, 2022 D. Rowden
 - September, October, November, 2022 J. Smith-Windsor
 - December, 2022, January, February, 2023 M. Vickers
 - March, April, May, 2023 B. Yeaman
 - June, September, October, 2023 C. Bloom
 - November, December 2023, January, 2024 B. Gerow
 - February, March, April, 2024 G. Gustafson
 - May, June, September, 2024 A. Lindberg
 - October, November, 2024 A. Nunn
- 8. APPOINTMENT OF:**
 - (a) Auditor:**

Recommendation:
"that the Board re-affirm the appointment of Meyers Norris Penny (MNP) LLP as the auditors for the school division for 2022."
 - (b) Agent of Record (Insurance Agent or Broker):**

Recommendation:
"That AON Risk Solutions be the agent of record for the school division for the year 2022."

(c) **Solicitor:**

Recommendation:

"That the firm of McKercher LLP be the solicitor for the school division for the year 2022."

7. **ESTABLISH THE FOLLOWING:**

(a) **Regular meeting date, hour and place:**

Recommendation:

"That the Regular meetings of the Saskatchewan Rivers Public School Division be held, subject to change, on one Monday of each month at 5:30 p.m., with the Closed Session at 4:00 p.m., at the Education Centre, 545 - 11th Street East, and that the Board Chair and the Director of Education be authorized to cancel a Regular meeting if the agenda does not warrant holding a meeting."

(b) **Planning meeting date, hour and place:**

Recommendation:

"That the planning meetings of the Saskatchewan Rivers Public School Division be held, subject to change, on one Monday of each month usually from 3:00 p.m. to 5:00 p.m. at the Education Centre, 545 - 11th Street East."

(c) **Approval of accounts:**

Recommendation:

"That the Chief Financial Officer be authorized for the year 2022 to certify all accounts for payment."

(d) **Signing officers for the school division:**

Recommendation:

"That the Board Chair and the Chief Financial Officer be the signing officers for the school division, with the Vice-Chair to sign in the absence of the Board Chair and the Manager of Financial Services to sign in the absence of the Chief Financial Officer for the year 2022."

(e) **Amount of temporary credit with a financial institution in Prince Albert:**

Recommendation:

"That the School Division continue with Conexus Credit Union a credit limit of five million dollars for the year 2022."

(b) **Attendance and Transportation Services Areas**

"That the Board confirm the current attendance and transportation services areas for 2021-2022 school year."

(c) **Hours of Public Access to All Central Offices:**

Recommendation:

"That public access to the Education Centre/Support Services Centre during regular office hours be from 8:00 a.m. to 12:00 noon and 1:00 to 4:30 p.m. and during summer office hours be from 8:00 a.m. to 2:30 p.m. Monday to Friday except for statutory holidays."

(h) Trustee Remuneration Guidelines:

The current Trustee Remuneration Guideline are attached.

Recommendation:

“That Trustee Remuneration Guidelines be referred to the Trustee Remuneration Review Committee for review prior to Board approval.”

10. EXTERNAL BOARD APPOINTMENTS:

(a) Employee Bargaining Committee:

- **Out of Scope Bargaining Committee (Board Chair/Vice-Chair):**

<u>2020-2021</u> Barry Hollick Darlene Rowden	<u>2021-2022</u> Board Chair Vice-Chair
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- **CUPE Bargaining Committee:**

<u>2020-2021</u> Grant Gustafson	<u>2021-2022</u> _____
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- **LINC Teacher Bargaining Committee:**

<u>2020-2021</u> Jaimie Smith-Windsor	<u>2021-2022</u> _____
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(b) Operational Committee:

- **Student Discipline Committee:**

<u>2020-2021</u> Cher Bloom Bill Gerow Grant Gustafson Arne Lindberg	<u>2021-2022</u> _____ _____ _____ _____
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- **Principal Selection Committee:**

<u>2020-2021</u> Michelle Vickers	<u>2021-2022</u> _____
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- **Vice-Principal Selection Committee:**

<u>2021-2022</u> Bill Yeaman	<u>2021-2022</u> _____
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(c) Committees with Third Parties:

- **Saskatchewan High School Athletic Association:**

<u>2020-2021</u> Bill Yeaman	<u>2021-2022</u> _____
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- **Public Section Executive Member:**

<u>2020-2021</u> Alan Nunn	<u>2021-2022</u> _____
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- **SSBA Indigenous Council Member:**

<u>2020-2021</u> Bill Gerow	<u>2021-2022</u> _____
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- **City Liaison Committee:**

<u>2020-2021</u>	<u>2021-2022</u>
<i>Barry Hollick (Board Chair)</i>	<u><i>Board Chair</i></u>
<i>Arne Lindberg</i>	<u>_____</u>

(d) **Standing Committee / Ad Hoc:**

- **Saskatchewan Rivers Students for Change:**

<u>2020-2021</u>	<u>2021-2022</u>
<i>Cher Bloom</i>	<u>_____</u>
<i>Barry Hollick</i>	<u>_____</u>
<i>Arne Lindberg</i>	<u>_____</u>
<i>Jaimie Smith-Windsor</i>	<u>_____</u>
<i>Michelle Vickers</i>	<u>_____</u>

- **Board Development Committee:**

<u>2020-2021</u>	<u>2021-2022</u>
<i>Bill Gerow</i>	<u>_____</u>
<i>Darlene Rowden</i>	<u><i>Vice-Chair</i></u>
<i>Jaimie Smith-Windsor</i>	<u>_____</u>

- **Facilities Committee:**

<u>2020-2021</u>	<u>2021-2022</u>
<i>Arne Lindberg</i>	<u>_____</u>
<i>Alan Nunn</i>	<u>_____</u>
<i>Darlene Rowden</i>	<u>_____</u>
<i>Bill Yeaman</i>	<u>_____</u>

- **Policy Committee:**

<u>2020-2021</u>	<u>2021-2022</u>
<i>Grant Gustafson</i>	<u>_____</u>
<i>Jaimie Smith-Windsor</i>	<u>_____</u>
<i>Michelle Vickers</i>	<u>_____</u>

- **Communication Committee: (NEW)**
2021-2022

- **Board Remuneration Review Committee (2ND YEAR OF TERM)**
2021-2022

- **Invitational Shared Service Initiative (ISSI):**

<u>2020-2021</u>	<u>2021-2022</u>
<i>Bill Gerow</i>	<u>_____</u>

- **SRSPD Foundation:**

2020-2021

Barry Hollick

Arne Lindberg

Darlene Rowden

2021-2022

(d) **School Community Council Groups:**

- See attached documentation regarding assigning School Board Trustees School Clusters and SCCs.

The current School Community Council Clusters are as follows:

Cluster 1:

2020-2021

2021-2022

- Queen Mary Public School

Alan Nunn

- Princess Margaret Public School

- SRPSD Distance Learning Centre **Alternate:** Barry Hollick

Cluster 2:

2020-2021

2021-2022

- Christopher Lake Public School

Jaimie Smith-Windsor

- Meath Park Public School

- Riverside Public School

- Spruce Home Public School

Alternate: Arne Lindberg

Cluster 3

2020-2021

2021-2022

- Big River Public School

Bill Gerow

- TD Michel Public School

- Ecole Debden Public School **Alternate:** Cher Bloom

Cluster 4:

2020-2021

2021-2022

- PACI

Michelle Vickers

- Westview Public School **Alternate:** Grant Gustafson

Cluster 5:

2020-2021

2021-2022

- Canwood Public School

Cher Bloom

- Shellbrook Elementary Public School

- WP Sandin Public High School **Alternate:** Bill Gerow

- Wild Rose Public School

Alternate: Grant Gustafson

Cluster 6:

2020-2021

2021-2022

- East Central Public School

Grant Gustafson

- Ecole Arthur Pechey Public School

- Won Ska Public School **Alternate:** Michelle Vickers

Cluster 7:

2020-2021

2021-2022

- Carlton Comprehensive Public High School Barry Hollick

- Vincent Massey Public School

- Osborne Public School **Alternate:** Alan Nunn

<u>Cluster 8:</u>	<u>2020-2021</u>	<u>2021-2022</u>
- St. Louis Public School	Darlene Rowden	_____
- Red Wing Public School		
- West Central Public School		
- Birch Hills Public School	Alternate: Bill Yeaman	_____

<u>Cluster 9:</u>	<u>2020-2021</u>	<u>2021-2022</u>
- Ecole Vickers Public School	Arne Lindberg	_____
- Wesmor Public High School		
- W.J. Berezowsky Public School	Alternate: Jaimie Smith-Windsor	_____

<u>Cluster 10:</u>	<u>2020-2021</u>	<u>2021-2022</u>
- John Diefenbaker Public School	Bill Yeaman	_____
- King George Public School		
- Kinistino Public School		
- Winding River Colony School	Alternate: Darlene Rowden	_____

Recommendation:

"That the appointments to the respective Boards and Committees be ratified."

11. ADJOURNMENT

The Trustee Remuneration Guidelines are reviewed annually at each organizational meeting. These guidelines are also subject to complete review by a committee struck by the Board in the second year of a Board's mandate or at other times determined by the Board.

1. Monthly Remuneration

The remuneration that is received by trustees in each of the 12 months of the year is expected to compensate trustees for the work of the Board that they do as trustees. It is recognized that trustees are serving the community in an elected position and remuneration should not be perceived as payment for hours worked. Although trustees volunteer their time and expertise, they should not be required to suffer financial loss as a result of work they are elected to do. Remuneration is expected to pay costs for essential/required trustee duties such as those described below.

(Note that the list is not exhaustive, but is provided for context and reference)

- a. Regular and Special meetings and related work
- b. School Board committee meetings/work
- c. School Community Council meetings and events
- d. School events (ex. graduations, awards ceremonies, Track & Field days, etc.)
- e. Linkage meetings/work (ex. Meetings with SRSC, PAATA, MLAs, City, RMs, etc.)
- f. Events hosted by external agencies (ex. Chamber of Commerce, PAATA, etc.)
- g. Division special events (ex. School Division Art Show, grand openings, school tours, etc.)

If trustees are required by the Board to travel outside City of Prince Albert in order to fulfill their duties then necessary travel, accommodation and meal costs will be reimbursed at the rates established by the Board.

Annual base rate is 20% of Class VI maximum of Teachers Provincial Salary Grid, which renders an annual base rate of \$20,009.40. Board Chair rate is an additional \$4,000.00 per year and Vice-Chair is an additional \$2,000.00 per year. Salary rates change on effective of any new Provincial Teacher's Agreement.

Annual and monthly remuneration rates are as follows:

- Trustee\$20,009.40 (Monthly amount = \$1,667.45)
- Vice-Chair\$22,009.40 (Monthly amount = \$1,834.12)
- Chair\$24,009.40 (Monthly amount = \$2,000.78)

2. Indemnities – Board-Approved Activities

Each trustee: \$70.00 per hour to a maximum of \$280.00 per day. Indemnities are intended as compensation for attendance at events/meetings such as Canadian School Boards Association, Saskatchewan School Boards Association (SSBA), SSBA Public Section and professional development in or out of the division (such as Rural Congress, Office of the Treaty Commission, Enterprise Risk Management, Board/Director Evaluation, Board Seminars, full Board meetings with School Community Councils and Saskatchewan Rivers Students for Change).

In addition to the above, and to compensate for time required for travel, trustees traveling on Board business outside of the school division, but within the province, are entitled to claim \$.20/kilometre traveled. Trustees traveling on Board business outside of the province are entitled to the equivalent of two days' indemnity (i.e., \$560.00).

3. Deductions

An individual trustee can miss a maximum of three Board meetings in a 12-month period (such period commencing immediately following each year's Organizational Meeting) without experiencing a reduction in remuneration. A trustee who misses more than three Board meetings in a 12-month period will experience a deduction of \$300.00 for each meeting missed beginning with the fourth meeting, unless the Board has passed a resolution supporting such absence with no deduction.

4. Travel Cost Allowances

Trustees are encouraged to car pool and minimize travel costs in other appropriate ways in order to reduce costs and maximize value for the travel budget allocation.

- a. Board Chair travel annual allowance: \$2,100.00 (Monthly amount = \$175.00)
- b. Trustee travel annual allowance: \$1,200.00 (Monthly amount = \$100.00)
- c. Mileage rate (established at the Organizational Meeting each year or as required)
 - *Rate set at the Organizational meeting* \$0.39 per kilometre
- d. Accommodation: as per receipts
- e. Gratuity in lieu of hotel \$50.00 per night
- f. Meals IN Province OUT of Province
 - Breakfast \$10.00 \$15.00
 - Lunch \$15.00 \$22.50
 - Supper \$25.00 \$37.50
- g. Parking as per receipts
- h. Other expenses as per receipts

5. Professional Development and Convention Allowances

Professional development and convention allowances are intended to cover costs of attendance at conventions, conferences, and other Board-approved professional development activities. An allocation is pooled into one fund for all trustees. Administration will inform the Board if the collective fund is in jeopardy of exceeding the budgeted allocation.

6. Adjudication

The Board Chair and/or Vice-Chair and/or Director of Education will assist in resolving situations in which the above guidelines do not provide specific enough direction.

Assigning School Board Trustee School Clusters and SCCs

Revised September 2021

Overview

Trustees are assigned to a cluster of schools to enhance connection and communication between the Board and schools. To promote division-wide perspectives, a trustee's cluster of schools generally includes some of the schools within the area that he or she is elected from and some schools from other areas. School cluster assignments are associated with Board Policy 1, Policy 2 (2.6) and Policy 3.

Trustee Role in School Clusters

The activity of a trustee with each of his or her assigned schools will vary depending on the needs of the school, the SCC and the trustee. Some of the trustee's primary roles include:

1. Establish and maintain communication with the schools' SCC and Principal.
2. Seek understanding of SCC issues and activities. Discern which issues are governance and policy related for Board information and refer operational/administrative issues to the Principal or Director for information and action.
3. Promote the importance of local voice in education, communicate the role of school trustees and SCCs.
4. Share with the SCC highlights from Board meetings, summarize important board events or decisions and review key developments from across the division with the SCC as needed.
5. Attend school and SCC events as appropriate. Trustees are not expected to attend all school assemblies, events and celebrations, but trustee presence at major school events and at SCC meetings is helpful whenever possible.

School Cluster Assignment Criteria

The Board assigns trustees to a mix of schools as an opportunity for the trustees to learn about perspectives from other communities, understand various schools' needs, and strengthen the division-wide perspectives of the Board. Since some trustees are elected from areas with many schools and other trustees are elected from areas with only a few schools, a mix of schools also helps balance the number of schools each trustee is connected to. Ideally, trustees will be assigned to a cluster of schools from:

- Inside his or her subdivision
- Outside his or her subdivision
- Rural areas
- Urban areas
- A variety of grade configurations (PreK-8, PreK-12, 9-12, and other)

In addition, the following criteria will be considered in the assignment of trustees to school clusters:

- School size and number of activities a trustee may be invited to at the school
- Travel or other demands placed on trustees to maintain connection to the school
- A reasonably balanced number of schools in each trustee's cluster

School Cluster Assignment Process

Trustee assignment to school clusters will be determined by the Board Chair in consultation with the Vice-Chair, Director of Education and others that the Chair deems appropriate.