

**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, April 15, 2024

Time: 2:00 p.m.

AGENDA (#24R-4)

- 1. Call to order by Board Chair**
- 2. Land acknowledgement – Trustee Barry Hollick**
- 3. Declaration of conflict of interest**
- 4. Motion to move into Closed Session**
- 5. Regular session convenes at 3:30 p.m.**
- 6. Adoption of the agenda**
- 7. Accountability reports**
(if any)
- 8. Consent items**
 - (a) Adoption of the Regular meeting minutes – March 18, 2024
 - (b) Administrative Procedures Changes
- 9. Business arising from the previous meeting**
- 10. New business (Board Committee Reports, Trustees' items and Notice of Motions)**
 - (a) Matters and Motions brought forward from Closed Session of April 15, 2024
 - (b) External Board Committees
 - (c) Provincial Update
 - (d) SRSC Report – **C. Lysyk, Student Board Representative**
 - (e) Verbal Update Regarding Trustee Attendance on School Tours – April 29, 2024 – **D. Rowden**
 - (f) Verbal Recap of SSBA Spring Assembly – **D. Rowden**
 - (g) Update of the Progress of the SRPSD Board Development Plan – **A. Nunn**
- 11. Reports from administrative staff**
(if any)

April 15, 2024

12. Notice of Motion

13. Three key messages for SCC/public from meeting

14. Board members’ forum

15. Adjournment

CALENDAR OF EVENTS	
Monday, April 22, 2024 <i>Time: 9:00 a.m. to 2:00 p.m.</i>	Board Seminar, Log House, Prince Albert Exhibition Centre
Monday, April 29, 2024 <i>Time: all day</i>	School tours – urban schools
Monday, May 6, 2024 <i>Time: 9:00 a.m. to 4:00 p.m.</i>	Board/Director Evaluation Session – Education Centre, 545 – 11 th Street East, Prince Albert
Monday, May 13, 2024 <i>Time: 9:00 a.m. (optional)</i>	Pipe Ceremony, Vincent Massey Public School, 2999 – 3 rd Avenue East, Prince Albert, SK
Monday, May 13, 2024 <i>Time: 10:30 a.m.</i>	Elders Council, Education Centre, 545 – 11 th Street East, Prince Albert, SK
Monday, May 13, 2024 <i>Time: 2:00 p.m.</i>	Regular meeting, Education Centre, Board Room, 545 – 11th Street East, Prince Albert, SK

APRIL

Regular Board Meeting Agenda

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

Events/Actions

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

Budget Considerations

- Review Budget Development Progress

MAY

Regular Board Meeting Agenda Items

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

Events/Action

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

Budget Considerations

- Review Preliminary Budget

MEETING DATE: April 15, 2024

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

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

BACKGROUND

RE: ADOPTION OF THE MINUTES OF THE REGULAR MEETING

- March 18, 2024 Regular Meeting Minutes

RECOMMENDATION

That the minutes of the Regular meeting of March 18, 2024 be approved as presented.

NO. #2024R-3 (MONDAY, MARCH 18, 2024)

MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO. 119 FOR THE BOARD OF EDUCATION HELD ON MONDAY, MARCH 18, 2024, AT 2:00 P.M. IN THE BOARD 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 (absent)

MR. B. HOLLICK, Trustee

MR. A. LINDBERG, Trustee

MR. A. NUNN, Vice-Chair

MS. D. ROWDEN, Board Chair

MS. J. SMITH-WINDSOR, Trustee

DR. M. VICKERS, Trustee

MR. B. YEAMAN, Trustee

SENIOR ADMINISTRATION

Mr. N. Finch, Director of Education

Mr. J. Pidborochynski, Chief Financial Officer

Mrs. J. Ward, Administrative Services Officer

Mr. M. Hurd, Superintendent of Facilities

Dr. G. Tebay, Superintendent of Schools

M. Vickers provided her verbal land acknowledgement for the school division.

Trustees were given an opportunity to declare a conflict of interest.

MOTION TO MOVE INTO CLOSED SESSION:

#24R-19

Moved by C. Bloom that the meeting move into Closed Session with Board and Administration present.

Carried.

Regular meeting resumed.

OTHERS:

M. Oleksyn, Prince Albert Daily Herald

C. Lysyk, Student Board representative

ADOPTION OF THE AGENDA:

#24R-20

Moved by A. Lindberg that the agenda be approved as presented.

Carried.

ACCOUNTABILITY REPORTS

(a) Facilities Accountability Report

#24R-21

Moved by B. Hollick that the Board confirm that the intent of Policy 8, Item 8 and Policy 13, Item 6.1 have been met and that the Facilities Accountability Report be referred to the Director Evaluation process.

Carried.

March 18, 2024

CONSENT ITEMS:

#24R-22

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

- (a) That the minutes of the Regular meeting of February 12, 2024 be approved as presented.*
- (b) That the administrative procedures changes be received for information.*
- (c) That correspondence regarding proclamation of March 21, 2024 be received.*
- (d) That the Board approve the Financial Statements for the second quarter ending February 29, 2024.*

Carried.

NEW BUSINESS:

(a) Motions from the Closed Session of March 18, 2024:

#24R-23

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

- 1. That the City Clerk for the City of Prince Albert be appointed Returning Officer for the 2024 General School Board Elections for urban Board members within the City of Prince Albert.
Carried.*
- 2. That the Chief Financial Officer of the school division be appointed Returning Officer for the 2024 General School Board Elections for Board members in Subdivisions 1 to 5 of the school division.
Carried.*
- 3. That the Board approve the Financial Statements for the Charity and Scholarship Fund.
Carried.*

(b) SRSC Report

C. Lysyk, Student Board Representative, provided a report on the SRSC committee work to date and plans for the remainder of the school year.

(c) Board Representative on the CUPE Bargaining Committee

B. Hollick volunteered to replace J. Smith-Windsor as the Board representative on the CUPE Bargaining Committee.

#24R-24

*Moved by J. Smith-Windsor that B. Hollick be appointed as the CUPE Bargaining Committee, effective immediately.
Carried.*

REPORTS FROM ADMINISTRATIVE STAFF:

(a) Revision to the Saskatchewan Rivers Public School Division Strategic Plan

N. Finch reviewed the proposed revisions to the Strategic Plan for the division from 2024-2030.

#24R-25

*Moved by C. Bloom that the Saskatchewan Rivers Public School Division Strategic Plan for 2024-2030 be approved.
Carried.*

(b) Enterprise Risk Management Update

Over the past few years, the Board and Administrative Council have developed an Enterprise Risk Management (ERM) system in the division and that system had its first full year of implementation from January 1, 2022 to December 31, 2022. There continues to be an evolution of familiarity and expertise within the division related to ERM. This evolution will continue as staff and the Board grow in their experience in monitoring, responding to and reporting risks in a systemic way. The SRPSD ERM Framework, Risk Register, and Risk Owners report were shared.

#24R-26

Moved by B. Hollick that the Board approve the Enterprise Risk Management Report as presented.
Carried.

(c) 2024 School Board Election Options

The Local Government Election Act, 2015 (“LGEA”) requires the Board of Trustees’ consideration on a number of matters and options relating to the conduct and procedures of the School Board Election. J. Pidborochynski noted that there will be a review of polling stations in subdivision 3.

#24R-27

Moved by B. Gerow that the Board leave the candidate’s occupation off the nomination paper and ballot.
Carried.

#24R-28

Moved by B. Hollick that the Board direct the returning officer to electronically generate the names of the candidates in random order (rotational ballots).
Carried.

Moved by B. Yeaman that the Board waive any campaign spending limits and disclosure requirements in respect to campaign contributions and expenses.

Motion defeated.

The decision on campaign spending limits and disclosure regarding campaign contributions and expenses will be deferred until further information is provided by Chief Financial Officer.

#24R-29

Moved by A. Lindberg that the Board does not require candidates to submit a criminal record check together with the candidate’s nomination paper.
Carried.

#24R-30

Moved by A. Lindberg that the Board make the \$100 deposit non-refundable for all candidates.
Carried.

KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING:

- 2024-2030 SRPSD Strategic Plan.
- Facility Accountability Report.
- SRSC Report.

BOARD MEMBERS' FORUM:

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

ADJOURNMENT:

#24R-31

Moved by A. Lindberg that the meeting adjourn. (5:23 p.m.)

Carried.

SIGNATURES:

Board Chair

Administrative Services Officer

Date of Approval

MEETING DATE: April 15, 2024

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<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
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	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2</u>	

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

BACKGROUND

RE: ADMINISTRATIVE PROCEDURES CHANGES

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

- AP 520: Purchasing (revised)
- AP 715: Transportation and Attendance Areas (revised)
- AP 723: Bus Driver Responsibilities (revised)
- AP 740: Video Cameras on School Buses

RECOMMENDATION

For Board information.

Administrative Procedure 520

PURCHASING

Background

The Division requires that all procurement of goods and services are handled with consideration of, the total acquisition cost including life cycle cost, and adheres to the principles of non-discrimination, access by qualified suppliers, fair acquisition processes, and transparency of policy and procedure to the best overall value of the organization.

In certain specific circumstances, schools and suppliers need to be aware of the procurement obligations of the school division and that goods and services are obtained in accordance with the requirements of this administrative procedure.

Procedures

1. Procurement up to \$5,000 – Any one item, or an accumulation of items, not exceeding \$5,000 in value may be purchased based on the department/school knowledge of an experience with the supplier, or based on the department/school's knowledge of last purchase price or verbal quotation. These purchases should be made using the Procurement Card (PCard) and are subject to the terms and conditions contained in the Purchasing Card Manual.

In all procurement circumstances, Administrative Procedure 414: Conflict of Interest applies.

2. Procurement over \$5,000 and up to \$20,000 – Any one item or an accumulation of items over \$5,000 but not exceeding \$20,000 in value may be purchased on the basis of written competitive quotations from no fewer than three (3) suppliers.

If the school/department obtains the quotations, all original quotations must be forwarded to Financial Services for review, prior to the issuance of a contract.

3. Procurement over \$20,000 – Any one item, or an accumulation of items, exceeding \$20,000 in value must be purchased through a formal competitive bid process managed by Financial Services.

Financial Services will determine the best formal competitive bid process to use, subject to the following externally-imposed requirements:

- 3.1 *The Education Act, 1995* and the Education Regulations, 1986.
- 3.2 New West Partnership Trade Agreement (NWPTA) – an accord between the Governments of British Columbia, Alberta and Saskatchewan.
- 3.3 Agreement on Internal Trade – Annex 502.4 – a national agreement. Canadian Free Trade Agreement (CFTA) – an intergovernmental trade agreement within Canada.
- 3.4 Canada-European Union Comprehensive Economic and Trade Agreement (CETA) – a trade agreement between Canada and the European Union (EU).

A formal competitive bid process for goods or services valued at less than \$75,000 and for construction valued at less than \$200,000 may include invitational Requests for Proposals and/or posting on Sasktenders.ca website.

A formal competitive bid process for goods or services valued at \$75,000 or more and at \$200,000 or more for construction will require posting on Sasktenders.ca website.

4. Time to Prepare and Submit Formal Competitive Bid Processes – A reasonable period of time will be offered to proponents to submit a formal competitive bid taking into account **the nature of and complexity of the procurement per the requirements under section 3**. ~~the nature of and complexity of the procurement, the time necessary for transmitting bids by non-electronic means and the extent of possible sub-contracting. Unless emergency situations exist, the following minimum parameters will be in place from the date of issue:~~
- ~~4.1 Seven calendar days where a state of urgency exists.~~
 - ~~4.2 Ten calendar days when electronic submissions are allowed.~~
 - ~~4.3 Twenty-one calendar days for detailed or complex competitions requiring written submissions.~~
5. Sole or Single Source Purchases - The intent is to conduct a competitive bid process for all purchases over \$5,000, however if the following conditions exist, the Chief Financial Officer may approve sole or single source purchases, considering value analysis and applying appropriate negotiation methods:
- 5.1 an emergency situation exists or urgent purchase is required.
 - 5.2 a confidential situation exists.
 - 5.3 the goods and/or services are supplied by a sole source.
 - 5.4 it is in the best interest of the school division, for example compliance with Ministry-recommended purchases.
 - 5.5 it is in the best interest of the school division, for example if the extension or renegotiation of an existing contract, whose services or supply are satisfactory and the costs of a competitive process do not justify its expense.
 - 5.6 proprietary acquisition, warranty requirements, patent rights, license agreements or other obligations exist which may prevent using normal competitive processes.
6. Compliance – All employees are responsible for knowing, understanding and complying with this Administrative Procedure. As well, orders will not be 'split' for the purpose of circumventing limitations contained in these procedures.
- 6.1 Failure to comply may result in disciplinary action.
 - 6.2 Instances of non-compliance are to be reported to the Chief Financial Officer. Financial Services will manage reporting of non-compliance, follow-up with staff and resulting actions.
7. Criteria for considering award - Competitive bid processes will indicate the criteria for evaluation; this **may** includes but is not limited to: price, quality, conformance to specifications, reputation of supplier/references/previous experience, warranty, lead time/availability.
8. Responsibilities and Delegated Authorities - the following responsibilities and authorities will apply to the various purchasing functions:
- 8.1 The Chief Financial Officer is responsible for general supervision of the purchasing services and procedures.
 - 8.2 Financial Services is authorized to affect all purchases and establish procedures to ensure conformity.
 - 8.3 Budget managers have authority for purchases in accordance with the requirements outlined in this and other Administrative Procedures.
 - 8.4 The Board of Education must approve and authorize new initiatives or goods and services that are material in substance or value.
 - 8.5 Financial Services is authorized to negotiate the purchase with the successful proponent from a previous competitive bid process, if the same goods or services are required within six months of awarding the previous competition.
 - 8.6 Financial Services will, whenever it is reasonably possible and advantageous, to coordinate common requirements from all schools. Group buying with outside agencies (i.e., other

municipal authorities, educational institutions or school divisions) will occur whenever it is advantageous to do so.

9. Complaints – The Chief Financial Officer shall be designated as the Complaints Officer. A complainant shall submit his complaint in writing within 30 days from the date of the disputed award to the Complaints Officer for consideration. If the Complaints Officer determines that the complaint has merit, the Complaints Officer shall investigate the matter and make recommendation to the Director of Education and the Board of Education for resolution. If the Complaints Officer believes that the complaint does not have merit, he or she will advise the complainant in writing of the decision.

The complainant may make a further request in writing to the Complaints Officer for mediation of the matter. Mediation shall take place within a further 60 days from request date and shall be conducted by a licensed mediator.

If mediation does not result in agreement between the parties the complainant may, within a further 30 days from the date of mediation, make a request for arbitration. The arbitration shall be before a single arbitrator chosen by both parties and shall be conducted in accordance with the provision of The Arbitration Act, 1992 of Saskatchewan. The costs of the arbitration shall be borne by the unsuccessful party.

Reference: Section 69, 85, 87, 109, 110, 349-356, *The Education Act, 1995*
Annex 502 Agreement on Internal Trade
Section 83.1, 83.3, Education Regulations

Approved: May 12, 2014; Revised: January 25, 2016; June 5, 2017; April 15, 2024

TRANSPORTATION AND ATTENDANCE AREAS

Background

The Division establishes clearly defined bus transportation services by designated attendance area. The Division believes that its primary responsibilities is to provide transportation to students within the Division and within designated attendance areas.

In exceptional circumstances, the Board may in accordance with Board Policy 17, provide transportation outside of attendance areas, outside of the Division, or permit other jurisdictions to provide transportation.

At no time shall the Division enter into transportation agreements with other jurisdictions with respect to providing transportation services if such arrangements cause undue hardship for resident students or compromise Division programs.

Procedures

1. The Board has retained authority in Policy 17 to determine the attendance areas and transportation service areas for each school and any adjustments to these.
2. Students living in rural attendance areas receive PreKindergarten to Grade 12 transportation provided they are attending school in their designated attendance area.
3. Students living within the City of Prince Albert may be eligible for transportation if one or more of the following conditions exist:
 - 3.1 The student attends a program recognized by the Board as requiring transportation.
 - 3.2 The elementary student attends the school in their home attendance area.
 - 3.3 The PreKindergarten or Kindergarten student lives further than 200m from their designated school, or
 - 3.4 The grade 1-8 student lives further than 400m from their designated school, or
 - 3.5 ~~The high school student makes use of a high school regular established route.~~
4. In exceptional circumstances, transportation out of attendance area or out of Division may be provided when appropriate programming is not offered in the designated attendance area.
5. Transportation by external jurisdictions may be permitted in exceptional circumstances.
6. All transportation arrangements for out of attendance area or out of Division shall terminate at the end of the school year in which they were made unless a renewal of the arrangement has been approved.
7. Exceptions include those provided by legislation (French Immersion), specific Board approval (special education - Kinistino and Birch Hills). In addition, out of boundary students may access transportation to or from a drop off/pick up within school division boundaries upon administrative approval being granted. Some examples of current approval include First Nations students on reserve, and residents of a National Park.

8. A 30 day discretionary option shall be available on a case by case basis to provide out of attendance area and out of Division transportation based on programming needs only.
9. Transportation out of attendance area or out of Division requires the written approval of the Director.
10. Transportation by external jurisdictions requires;
 - 11.1 A written request from the parent/guardian.
 - 11.2 The written agreement of the Director of the external jurisdiction, and
 - 11.3 The written approval of the Director.
11. The Manager of Transportation shall obtain the written approval of the Director before providing up to 30 days of discretionary transportation.
12. Discretionary transportation over 30 days requires a written request to the Director by the parent/guardian.
13. It is permissible to transport an out of attendance area student for an overnight or weekend stay with a friend provided it does not affect bus routes. The bus driver has the right to deny transportation if proper arrangements have not been made or if overcrowding is a concern.
14. Transportation, as approved by the Director, may be arranged for students whose parents reside in separate homes provided the bus is not required to travel extra miles as the result of the arrangement.
15. Once each semester a review of new out of attendance area and out of Division arrangements will be provided by the Manager of Transportation as part of the annual Transportation accountability report.

Reference: Section 85, 87, 109, 110, 116, 194, 195, 196, 197, *The Education Act, 1995*
Highway and Transportation Act
Traffic Safety Act

Approved: May 12, 2014; Revised: November 24, 2014; April 15, 2024

Administrative Procedure 723

BUS DRIVER RESPONSIBILITIES

Background

Effective Bus drivers are key to providing high quality transportation services and have a large influence on the discipline and well-being of a student.

The attributes of strong character, firmness, fairness and courtesy are very important to the effectiveness of a bus driver.

Procedures

1. It will be the responsibility of the bus driver to be thoroughly familiar with and abide by the relevant sections of; the statutes and regulations of [The Saskatchewan Highway Traffic Act](#) , Board Policy 17 and Transportation administrative procedures and the Division's bus driver job descriptions.
 - 1.1 All bus drivers must hold a Class 1-5 license with an "S" endorsement prior to operating a school bus with students on board.
 - 1.2 All bus drivers must pass a medical examination **as outlined in Saskatchewan Government Insurance (SGI) guidelines**. ~~every five years up to and including the age of 60. The bus driver must annually pass a Certificate of Medical Examination if 60 years or older.~~
2. Bus drivers must operate the bus in a safe and defensive manner at all times and to take no action that could in anyway compromise the safety and well-being of the students in his charge.
3. Bus drivers must keep the bus in a clean, uncluttered and sanitary condition and operate the bus in a manner that promotes low maintenance and extended life of the bus.
4. The bus driver must organize the morning schedule in order to complete the bus route safely and within the confines of *The Saskatchewan Highway Traffic Act*.
 - 4.1 The bus shall arrive at the school no later than five minutes prior to the first class bell and shall be parked and ready for boarding no later than five minutes prior to the afternoon dismissal **as permitted by route constraints**.
5. The bus driver shall be aware of school attendance and School Division boundary lines.
 - 5.1 The bus driver shall confirm any questionable student locations or circumstances with the Manager of Transportation prior to providing transportation services.
 - 5.2 In the event that a questionable student boards the bus, the bus driver shall provide transportation for that day and confirm further transportation with the Manager of Transportation.
6. The bus driver shall operate the bus in a physical condition unaltered by drugs, alcohol or the side effects of medication.
 - 6.1 The consumption of alcohol is not permitted for a minimum of ten (10) hours prior to operating the bus.
 - 6.2 Bus drivers receiving medical treatment are required to verify the safety and side effects of medication with their physician prior to operating a school bus.
 - 6.3 The Division may require all or any bus driver(s) to undergo drug testing.
 - 6.4 The Division considers violations of the drug, alcohol or performance altering medication requirements of this policy to be just cause for immediate dismissal without pay.

7. The bus driver is required to submit information reports regarding student numbers and route mileage at the **request of start of the school year. This information will be submitted to the Manager of Transportation or any time a significant change in the route has occurred.** ~~no later than the 15th of September of each year.~~
8. The Division will compensate the bus drivers for plugging in their bus at home.
 - 8.1 Buses must be plugged in for sufficient time to promote easy starting and longer engine life.
 - 8.2 The use of automatic timers on school bus plug-ins is prohibited.
9. The bus driver is required to submit a written report to the Manager of Transportation on details of all bus accidents and of any incident by a student causing damage to a bus. The bus driver is required to report accidents to Saskatchewan Government Insurance (SGI) and local authorities if necessary.
10. Bus drivers shall be required to attend all Board sponsored in-services, workshops and annual route meetings.
11. The bus driver is the first contact in dealing with student discipline on the bus and at student transfer points.
 - 11.1 The bus driver shall work closely with parents, the principal and the Manager of Transportation regarding student discipline on the bus.
 - 11.2 The bus driver shall warn the students, document incidents and contact parents before enlisting the assistance of the principal or Manager of Transportation with discipline on the bus.
 - 11.3 The bus driver has the responsibility to report serious incidents and recommend in writing that the principal **and Manager of Transportation** suspend the student from transportation privileges.
 - 11.4 Suspensions for up to 10 days shall be at the discretion of the principal ~~in consultation with the~~ **and** Manager of Transportation.
 - 11.5 Suspensions of more than 10 days shall be at the discretion of the principal and **Manager of Transportation** in consultation with ~~the Manager of Transportation and the Superintendent of Schools.~~
 - 11.6 Suspensions shall be communicated to the student and his/her parents or guardians by the principal **or Manager of Transportation.**
12. ~~Bus drivers who wish to drive beyond the age of 65 must make a written request to the Manager of Transportation annually by May 1st for the following school year.~~
13. The bus driver is authorized to cancel all or part of the bus route during times of inclement weather if the Director or the Manager of Transportation has not cancelled all areas of bus routes for the day.
 - 13.1 The bus driver will notify the Manager of Transportation **and the school,** ~~C.K.B.I. or C.J.V.R. radio stations and/or any parents affected when canceling any portion of a bus route.~~
 - 13.2 **The Manager of Transportation will communicate bus cancellations as per AP 710: Bus Cancellations: Cold or Weather Conditions.** ~~or principal may designate local notification procedures during times of inclement weather.~~

Reference: Section 85, 87, 109, 110, 121, 194-197 *The Education Act, 1995*
The Provincial Vehicles Act
The School Bus Operating Regulations of the Highway Traffic Act
 Municipal by-laws (where applicable)

Approved: May 12, 2014; Revised: August 21, 2018; April 15, 2024

Administrative Procedure 740

VIDEO CAMERAS ON SCHOOL BUSES

Background

Saskatchewan Rivers Public School Division believes the use of video cameras on school buses will enhance the safe operation of its school buses. Video cameras will enable school bus drivers to focus on the safe operation of the bus while improving student passenger identification procedures for disciplinary, medical emergency and other related purposes.

Procedures

1. Video Surveillance on Buses
 - 1.1 Division buses may be equipped for video surveillance system.
 - 1.2 Placement of a video surveillance system on buses may be on a random basis at the discretion of the Division.
2. Notice to Students and Parents
 - 2.1 Parents and students of the Division will be advised that bus passengers may be video-taped. Each school year, every school shall provide this advice to parents in its first newsletter.
 - 2.2 Division buses will have clearly displayed a notice advising that the bus is equipped for the operation of a video surveillance system.
3. Access to Video Surveillance Equipment
 - 3.1 The following persons shall have access to the authority to view video surveillance and audio recordings equipment:
 - 3.1.1 Manager of Transportation, Assistant Manager of Transportation and CFO;
 - 3.1.2 Principals/vice-principals;
 - 3.1.3 Superintendent of Schools; and
 - 3.1.4 Director
4. Storage of Recordings
 - 4.1 Only those persons identified in section 3.1 shall have access to the stored recordings.
 - 4.2 Recordings shall not be edited or selectively erased. Recordings are to be kept intact until erased in their entirety or destroyed.
5. Viewing of Recordings
 - 5.1 All recordings are the property of the Division and will not be made available for public viewing. Those eligible to view recordings shall include: staff of the Division, parents/guardians of the students involved or the students themselves. Among Division staff, only those employees with a direct involvement with the recorded contents of the specific videotape shall be permitted to view it.
 - 5.2 Any parent or legal guardian is entitled to view a recording that includes his/her child/children. Requests to view recording must be made in accordance with section 6 of the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP)*. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the *LAFOIPP Act*.

- 5.3 Viewing of recordings shall take place at the Division Office or at the school attended by the student for whom the viewing has been requested.
6. Retention of Recordings
- 6.1 Recordings will be overwritten within approximately sixty (60) ~~thirty (30)~~ days unless they are retained at the request of a Division staff member identified in section 5.1, or parent/student for documentation related to a specific incident, or as per section 6.3.
- 6.2 Recordings retained under section 6.1 shall be erased as soon as the incident in question has been resolved.
- 6.3 Where an incident raises a prospect of a legal claim against the Division, a copy of the recording shall be retained at the Division Office.
7. Improper Use
- 7.1 Video surveillance on buses is to be restricted to the uses indicated in this administrative procedure.
- 7.2 The Division will not tolerate improper use of video surveillance and will take appropriate disciplinary or legal action in any case of wrongful use.

Reference: LAFOIPP

Approved: November 24, 2014; Revised: April 15, 2024

MEETING DATE: April 15, 2024

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

FROM: C. Lysyk, Student Board Representative **ATTACHMENTS** []

BACKGROUND

RE: SRSC Report

Background:

The SRSC met for a full group meeting on March 26, 2024.

Highlights of SCC Community Engagement Meeting:

We started our day with a continuation of team building activities, led by our President, Abi. One of the games we participated in was finding likewise people for certain prompts. We learned that Garette is the only one who loves the colour orange.

Following our team building activities, Miss Bibby very kindly presented us with another workshop regarding establishing adult allyships. We learned about power, adultism, self-efficacy, and intersectionality. The workshop concluded with a school driven activity, where students created exercises to bring back to their schools to educate others on adultism.

In the afternoon, we had a brief table group discussion about career guidance, determining what has been helpful and what we wish to see more of in our schools. We are planning on bringing this up once again at our next meeting.

The final portion of our day focused on welcoming spaces, in which Dorothy and Chelsee explained the psychology behind belonging. We ended off by establishing what belonging feels like to each student at a personal level using words and short phrases.

Belonging and Feeling Welcome Highlights:

Establishing a welcoming environment by:

- Eliminating disrespect and judgement
- Supporting encouraging environments by using words of accomplishment, positive reinforcement, and understanding of students' troubles
- Active listening
- Willingness to learn about others
- Using team building activities
- Using small gestures to make others feel welcome- smile, say hello, compliments

Common words used:

- Safety
- Loved
- Kindness
- Support
- Security
- Care
- Encouragement

School Highlights:

- Many school SLCs held a Crush sale in February for Valentine’s Day.
- A necklace rock paper scissors battle was done in many schools- students competed for the most necklaces by playing rock paper scissors.
- SLCs would hide their school mascot and whoever found it would earn a prize.

Board Directed Topics (Trustees to request topic of interest from the Board for the SRSC to consider:

- Executive Planning, does the board want any feedback from the group?

RECOMMENDATION

That the Board consider the information in this report and take appropriate action as needed.

MEETING DATE: April 15, 2024

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"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Board Report</u>	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2.8, 6.6, 8.14, 9.4</u>	

FROM: A. Nunn, Chair, Board Development Committee **ATTACHMENTS**

BACKGROUND

RE: UPDATE ON PROGRESS OF THE 2023-2024 BOARD DEVELOPMENT PLAN

Attached is the SRPSD Board Development Plan that was approved at the December 11, 2023 Board meeting. A verbal update of the progress of the Plan will take place at the Board table.

RECOMMENDATION

For Board information and discussion.



2023-2024 Board Development Plan

Background:

In the spring of 2014, the Saskatchewan Rivers Public School Board ratified a renewed policy framework for the school division. As part of the policy renewal process, the Board committed to developing an annual plan to help guide the Board's development activities for the year. It is the responsibility of the Board Development Committee to draft the Board Development Plan, for the consideration of the Board annually (Policy 9.4).

Purpose:

The primary purpose and benefit of developing a Board Development Plan is to align Board development activities with the Board's Three-Year Strategic Plan and the Board Advocacy Plan.

Process:

As per the Board Annual Work Plan, the Committee shall facilitate the completion and review of the Board Competency Matrix (Policy 9, Section 4.2.2) by September annually. A draft of the Board Development Plan will be brought back on an annual basis for consideration in November and for review in April. The Board Development Plan will be further strengthened through the Board's planned annual self-evaluation (Policy 8.13).

Guiding Principles:

The Board believes that an effective Board Development Plan will:

1. Strategically support the Three-Year Plan and the Education Sector Strategic Plan.
2. Utilize SSBA Board Development services and personnel, including regional workshop offerings.
3. Focus on internal, local initiatives, opportunities, and partnerships.
4. Support effective and ongoing trustee development that allows for effective and locally responsive education governance.
5. Develop processes to equip its Board with the knowledge and competencies necessary to govern the division.

Board Development Focus for 2023-2024:

Where possible, the following topics shall be addressed during or in conjunction with existing scheduled meetings of the Board of Education:

- **Industry Knowledge: Human Resources**

Invite C. Trann and N. Finch to work with the Board to better understand staffing with the intention of deepening the Board’s understanding of the philosophy and processes of staffing so that trustees can provide an informed response to questions from the community.

- **Cross Cultural Competency and Proficiency**

Professional development offered by the Elders Council:

- Sweat Lodge Ceremony and Land Based Learning- TBD
- Storytelling (Winter)
- Indigenous Education Responsibility Framework

Indigenous Perspective Team PD Offerings:

- Tipi Raising and Teachings: October 10, 2023 (AM/PM) and May 10, 2024 (AM/PM)
- Metis Kitchen Party - November 3, 2023 (AM/PM)
- Indigenous Pedagogy and Math - November 24, 2023 (AM only)
- Ribbon Skirt Workshop – November 30, 2023 evening and December 1, 2023 (full day) and January 29, 2024 (evening) January 30, 2024 full day

In addition to internally, Board-driven opportunities for Board Development, trustees will have the opportunity to attend professional development offerings specific to education governance, including:

- Trustee Academy - TBD
- National Congress on Rural Education in Canada -TBD
- CSBA Annual Congress and National Trustee Gathering on Indigenous Education 2023 – TBD

Individual Trustee Professional Development

Trustees will do their utmost to stay in line with their individual \$2010.00 allotment. As per SRPSD Trustee Remuneration Guidelines, No. 5 – “Trustees are expected to inform the Board, or Board Chair, prior to registering for any PD events and to report to the Board a summary of the learning from those PD events at a subsequent meeting of the Board.” [SRPSD Trustee Remuneration Guidelines](#).

Financial

- **2023-24 budget**

\$2,010 per trustee Additional pool of \$6,000. The total PD budget is \$26,100 (\$2,010*10 + \$6,000).