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
Friday, November 22, 2024
Time: 2:00 p.m.

AGENDA (#24R-10)

1. **Call to order by Board Chair**

2. **Land acknowledgement – Trustee Bill Gerow**

3. **Declaration of conflict of interest**

4. **Motion to move into Closed Session**

5. **Regular session convenes – 2:45 p.m.**

6. **Adoption of the agenda**

7. **Consent items**
    (a) Administrative Procedure Changes
    (b) Adoption of the Regular Meeting Minutes – October 21, 2024
    (c) Revised 2024-2025 Board Annual Work Plan

8. **Accountability reports**   (if any)

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 November 22, 2024
    (b) External Board Committees (if any)
    (c) Provincial Update (if any)
    (d) SRPSD Trustee Schedule for Land Acknowledgement at Board Meeting – ***Board Chair***
    (e) 2024 Saskatchewan School Boards Association (SSBA) Annual General Meeting – Ballot Information – ***Board Chair***
    (f) Professional Development Opportunities for Trustees – ***Board Chair***

11. **Reports from administrative staff**
    (a) 2023-2024 Preventative Maintenance and Renewal Amendment – ***M. Hurd***
    (b) Director's Update – ***N. Finch***

12.   **Notice of Motion**

13.   **Three key messages for SCC/public from meeting**

14.   **Board members' forum**

15.   **Adjournment**

CALENDAR OF EVENTS	
December 1 to 3, 2024	SSBA Annual General Meeting
Monday, December 9, 2024 **Time: 9:00 a.m.**	Pipe ceremony (optional) Victor Thunderchild Public School, 2005 – 4th Avenue East, Prince Albert
Monday, December 9, 2024 **Time: 11:00 a.m.**	Elders Council – Education Centre, Board Room, 545 – 11th Street East, Prince Albert, SK
Monday, December 9, 2024 **Time: 2:00 p.m.**	Regular meeting, Education Centre, Board Room, 545 – 11th Street East, Prince Albert, SK

<u>**NOVEMBER**</u>
Regular Board Meeting Agenda Items
- Hold Organizational Meeting – Elections, Appointments and Establish Committees
- Appoint Voting Delegates and Allocate Votes for the SSBA Convention
- Approve Annual Report for Submission to Ministry of Education
- Approve the Audited Financial Statements
- Review Audit Report and Management Letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Consider trustees' interest in Board Committees (Policy 10) (only in year 1, 2 and 3)

Events/Action
Budget Considerations

<u>**DECEMBER**</u>
Regular Board Meeting Agenda Items
- Annual Report (if not in November)
- Review Inclusive Education Accountability Report

Events/Action
- SSBA Fall General Assembly
- Public Section General Meeting
- Elders Council / Fall Pipe Ceremony

Saskatchewan Rivers Public School Division
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MEETING DATE: November 22, 2024

Type of Meeting	Agenda Items	Intent
[√] Regular	[ ] Correspondence	[√] Information
[ ] Closed Session	[ ] New Business	[ ] Decision
	[√] Reports from Administrative Staff	[ ] Discussion
	[ ] Other: _____	[√] Consent Item
Primary Policy Reference:	*2*	

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

BACKGROUND

RE: ADMINISTRATIVE PROCEDURES CHANGES

The following Administrative Procedures have been revised. The changes have been highlighted and any deletions ~~strike through~~ for reference.

- AP 130: Hours of Operations/School Year/School Day
- AP 158: Enterprise Risk Management

RECOMMENDATION

For Board information.

Administrative Procedure 130

HOURS OF OPERATION/SCHOOL YEAR/SCHOOL DAY

Background

Annually, the Director is required to recommend for Board approval a school year calendar. The recommended calendar must: comply with the guidelines established by the Minister of Education, the requirements of *The Education Act, 1995,* and any direction provided by the Board.

Procedures

1. School Year
   1.1 The Division will strive to provide for a balance between maximizing the number of pupil-teacher contact days and the provision of appropriate staff development. In doing so the number of non-student days will not exceed 16.
   1.2 The proposed calendar shall be recommended to the Board prior to April 1.
   1.3 A committee may be appointed by the Director to assist in the development of the proposed calendar.
   1.4 Consultations with other area school divisions is encouraged.
   1.5 On or before the first day of May in each year employees, parents and students shall be notified regarding the approved calendar for the upcoming year.

2. School Day
   2.1 The principal, in consultation with their superintendent shall determine the starting time, breaks and recesses, lunch hour, and dismissal of his or her assigned school.
      2.1.1 The school day shall be structured to incorporate 315 minutes of instructional time and the required breaks as per The Education Regulations.
      2.1.2 When there is a change to start or end times of the school day, the principal shall consult with the transportation department.
      2.1.3 No later than May 31, the principal shall confirm their school day structure for the upcoming school year to their Superintendent of Schools.
   2.2 Parental and transportation concerns are to be considered.
   2.3 Normally, kindergarten students are to attend the minimum of an equivalent of ninety school days.
   2.4 PreKindergarten students attend 12 to 15 hours per week which includes family engagement time. The start and end dates for PreKindergarten coincide with the regular school calendar.

3. School Opening and Closing
   3.1 Principals, in consultation with their superintendent, may dismiss school at any time before the usual dismissal time where the health, safety, or well-being of students or staff is threatened. Refer to AP 551 – Bus Cancellations: Cold or Extreme Weather Conditions.
   3.2 Schools will remain open – regardless of inclement weather or bus cancelations – unless closed for cause by the Director of Education. Staff members are expected to report to their scheduled work site unless an appropriate leave request has been approved.

Reference: Sections 87, 109, 163, 164, 165, 166, 167, *The Education Act, 1995*
Revised: December 15, 2014; November 22, 2024

ENTERPRISE RISK MANAGEMENT

Purpose

The purpose of the Enterprise Risk Management (ERM) administrative procedure is to establish ERM roles and responsibilities within Saskatchewan Rivers Public School Division's risk management strategy. The Division will identify and manage its enterprise risks in support of its vision, values, guiding principles, goals and strategic plan. The elimination of all risk is not possible; rather, SRPSD will ensure that existing and emerging risks are identified, communicated, and effectively managed.

Background

The Division is committed to ensuring that risk management practices are embedded into key processes and operations to drive consistent, effective and accountable actions in management practice and Board governance. The Board of Education has ultimate responsibility for risk and provides governance oversite of the Division's ERM program. This ERM procedure guides staff and integrates with other Administrative Procedures related to risk.

ERM is designed to identify potential events/risks that may significantly affect the division's ability to achieve its vision, values, guiding principles, goals, and strategic plan. Through the ERM process, identified risks are assessed based on likelihood and impact. Management processes and controls are used to provide reasonable assurance that significant risks are sufficiently mitigated to support the achievement of the division's objectives.

~~ERM processes support the division's assessment of its risk tolerance, its identification of risks that are either over or under mitigated and development of strategies to either accept, mitigate or transfer risk. ERM is an ongoing process with administrative procedure and outcomes revisited and reported at least annually.~~

Procedures

1.   Staff members will identify risks, mitigate them as much as possible within their role and report significant risks to their supervisor whenever appropriate.

2.   Supervisors and Administrative Council are responsible for:
   1.1   Identifying and evaluating key risks;
   1.2   Documenting and managing the response to key risks;
   1.3   Facilitating appropriate risk-response decisions at all levels of management;
   1.4   Communicating risks, responses and priorities to all relevant staff; and,
   1.5   Reporting ERM activities and progress on at least an annual basis.

3.   The Administrative Council will perform the following specific ERM roles:
   3.1   Director of Education is accountable to the Board of Education and is responsible for ensuring the ERM framework that has been approved by the Board is implemented and operational through:
      3.1.1 Championing risk management within the division to ensure the division remains focused on risk.
      3.1.2 Integrating of ERM into the development of strategic, business and operational plans and operational decisions.
      3.1.3 Ensuring effective risk identification, risk assessment, risk management and risk monitoring processes within the division.
      3.1.4 Consulting, as required, with the division's employees or external consultants to effectively manage all aspects of risk.
      3.1.5 Providing ERM status updates (either directly or via a designate) as required and at least once per year to the Board, on risk management activities, as well as if any significant risk changes or issues arise.

   3.2   Administrative Council members are responsible for:
      3.2.1 Developing, monitoring and revising the ERM administrative procedure.
      3.2.2 Coordinating the risk identification, risk assessment, risk management and risk monitoring processes.
      3.2.3 Preparing status updates at least once per year to the Director of Education on risk management activities, as well as if any significant risk changes or issues arise within their areas of responsibility.
      3.2.4 Identifying risks that affect the division's strategic goals and objectives.
      3.2.5 Assisting in the ranking of risks based on the division's impact and likelihood criteria.
      3.2.6 Promoting the division's ERM Administrative Procedure and Framework as well as expectations for the management of risk.
      3.2.7 Monitoring progress in managing risks and implementing improvement opportunities.
      3.2.8 Reporting on the status of risk items delegated to specific risk owners at Administrative Council meetings and at other appropriate times.
      3.2.9 Communicating the expectations of staff impacted by the identified ERM risks.
      3.2.10 Communicating ERM results to all staff.

4.   All risks are to be identified, assessed, managed, monitored and reported in a thorough and systematic fashion in accordance with the division's Enterprise Risk Management Framework outlined in Appendix A.

SRPSD ENTERPRISE RISK MANAGEMENT FRAMEWORK

## ENTERPRISE RISK MANAGEMENT FRAMEWORK

This framework is supplementary to the Enterprise Risk Management (ERM) Administrative Procedure, and attempts to:
- Anticipate and respond to the changing business environment;
- Manage risk in accordance with leading practice and demonstrating due diligence in decision making;
- Balance the cost of controls with the anticipated benefits; and,
- Provide understanding of the need for enterprise wide risk management.

APPROACH TO RISK MANAGEMENT

Risk is to be identified, assessed, managed, monitored and reported in a thorough and systematic fashion in accordance with the risk management procedures outlined in this framework. As depicted in the diagram below, SRPSD's ERM approach has five stages:

1. Risk Identification;
2. Risk Assessment;
3. Risk Responses and Action;
4. Risk Monitoring; and;
5. Risk Reporting.
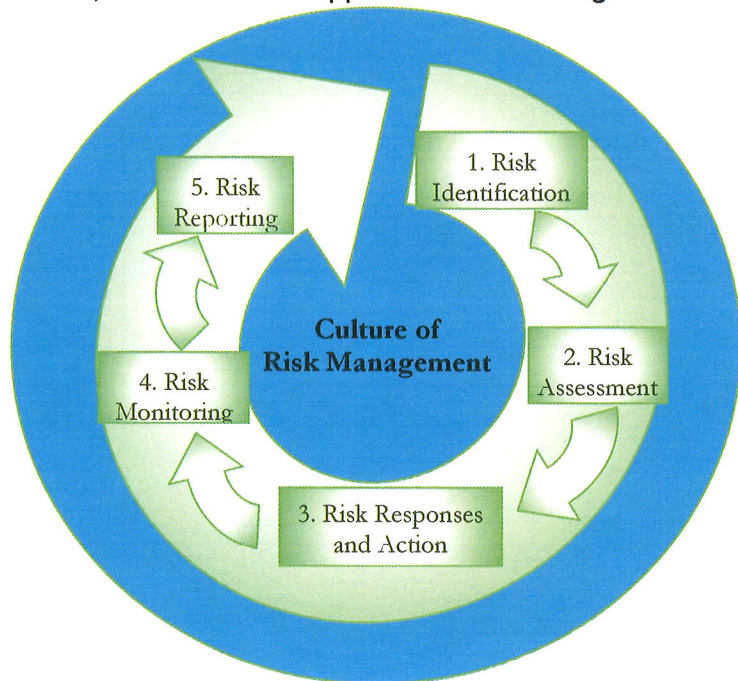
1 RISK IDENTIFICATION

Identification of risks should occur on an on-going basis (at least annually) and on an ad-hoc basis as required for significant changes or new processes, programs and initiatives. The

process involves identification of key risks on a functional or strategic basis which are then integrated to derive key enterprise-wide risks.

On an annual basis SRPSD discusses and modifies, as necessary, the top risks SRPSD faces at the system/organizational level. The top risks are enterprise level risks that may prevent or restrict the division from achieving its Strategic Plan goals. To help with the risk identification process, risks are may be categorized into various operational areas.

When identifying risks, SRPSD shall consider:
- Current and future expected risks.
- Risks associated with recent internal changes in the business.
- Risks associated with external change in the business or political environment.
- The root causes for the risks (i.e., the source of the risk: why, how, and where the risks originate, either outside the organization or within its processes or activities) in order to achieve a more rigorous risk assessment and to better position SRPSD to manage the risks.

2 RISK ASSESSMENT

Risk assessment will identify the significant of events that might affect the achievement of SRPSD's objectives. Risk assessment includes consideration of the **likelihood** of a risk occurring and the **impact** of a risk on the achievement of the SRPSD's objectives.

Likelihood
The likelihood of identified risks is to be assessed by estimating the probability of the risk occurring during the planning horizon as:

Rare	Unlikely	Moderate	Likely	Almost Certain
Event may occur in exceptional circumstances: • The event has not yet occurred in the past, but has occurred elsewhere. OR • The event is likely to occur once in a 5-year period. OR • The event has less than 10% chance of occurrence.	Event is expected to occur infrequently: • The event has not yet occurred in the past, but might occur. OR • The event is likely to occur once in a 3- to 4-year period. OR • The event has 10% - 29% chance of occurrence.	Event is expected to occur occasionally: • The event has occurred in the past and could occur again. OR • The event is likely to occur once in a 2-year period. OR • The event has 30% - 59% chance of occurrence.	Event is expected to occur in some circumstances: • The event has occurred in the past and is likely to occur again. OR • The event is likely to occur once in a 1-year period. OR • The event has 60% - 89% chance of occurrence.	Event is expected to occur frequently in most circumstances: • The event has occurred in the past and is expected to occur frequently. OR • The event is likely to occur more than once in a one-year period. OR • The event has more than 90% chance of occurrence.

Impact

The impact of the identified risk is assessed by estimating how the impact would be characterized if the risk occurred:

- **Insignificant** - The consequences might be meaningful, but are dealt with by normal day-to-day operational actions and procedures.
- **Minor** - The consequences would threaten the efficiency or effectiveness of some aspects of SRPSD, but would be dealt with internally.
- **Moderate** - The consequences would not threaten SRPSD's viability, but the administration of SRPSD's strategy would be subject to significant review or changed ways of operating.
- **Major** – The consequences would threaten the survival of SRPSD in its current form or continued effective function of a strategic area, or require the direct intervention by the Director of Education or the Board of Trustees.
- **Catastrophic** – The consequences would likely result in significant organizational or structural changes at SRPSD, or likely cause major problems for SRPSD's Stakeholders or the Ministry of Education.

The impact of identified risks is to be assessed by considering the following impact factors:

	1: Insignificant	2: Minor	3: Moderate	4: Major	5: Catastrophic
Financial	• Revenue impact of less than $50K • Budgeted expense variance less than 2% • Accumulated surplus impact less than $50K	• Revenue impact between $50K and $250K • Budgeted expense variance between 2% and 5% • Accumulated surplus impact between $50K and $100K	• Revenue impact between $250K and $500K • Budgeted expense variance between 5% and 8% • Accumulated surplus impact between $100K and $500K	• Revenue impact between $500K and $1M • Budgeted expense variance between 8% and 10% • Accumulated surplus impact between $500K and $1M	• Revenue impact of more than $1M • Budgeted expense variance of more than 10% • Accumulated surplus impact of more than $1M
Operations	• Interruption to technology and / or data resulting in negligible disruption to normal operations less than one day.	• Interruption to technology and / or data resulting in minor disruption to normal operations up to two days.	• Interruption to technology and intermittent loss of access to important data resulting in disruption to normal	• Interruption to technology and prolonged loss of access to important data resulting in disruption to normal	• Interruption to technology and permanent loss of critical data resulting in disruption to normal operations for

	1: Insignificant	2: Minor	3: Moderate	4: Major	5: Catastrophic
	• Disruption at one facility that does not require closure or evacuation of a building.	• Disruption at one facility that requires closure or evacuation of a facility for up to one day.	operations up to one week. • Disruption at one facility that require closure or evacuation for up to three days or multiple facilities for up to one day.	operations up to two weeks. • Disruption at one facility for up to a week or multiple facilities that require closure or evacuation for up to three days.	more than two weeks. • Disruption at one facility for more than a week or multiple facilities that require closure or evacuation for more than three days or all facilities for two days or more.
Students	• Disruption to normal delivery of instructional programs and other services resolved within less than a day • Insignificant impact on students' needs, experience, or achievement. Less than 10% of high school or elementary students impacted.	• Disruption to normal delivery of instructional programs and other services up to two days. • Minor impact on students' needs, experience, or achievement. 10% to 30% of high school or elementary students impacted.	• Disruption to normal delivery of instructional programs and other services up to one week. • Moderate impact on students' needs, experience, or achievement. 30% to 60% of high school or elementary students impacted.	• Disruption to normal delivery of instructional programs and other services up to two weeks. • Major impact on students' needs, experience, or achievement. 60% to 90% of high school or elementary students impacted.	• Disruption to normal delivery of instructional programs and other services for more than two weeks. • Catastrophic impact on students' needs, experience, or achievement. More than 80% of high school or elementary students impacted.
Staff	• Unexpected leave of absence of a single admin council team member. • Unexpected loss of a single school administrator. • Single short-term non-disabling injury requiring medical attention.	• Unexpected loss of a single admin council team member. • Unexpected loss of two school administrators at different schools. • Multiple short-term non-disabling injuries requiring medical attention.	• Unexpected loss of up to two admin council team members. • Unexpected loss of three school administrators at different schools or two at a single school. • Single short-term disabling injuries.	• Unexpected loss of up to three admin council team members. • Unexpected loss of four school administrators at different schools or two school administrators at two schools. • Multiple short-term disabling injuries.	• Unexpected loss of more than three admin council team members. • Unexpected loss of more than five school administrators. • Single long-term disabling injury or fatality.

	1: Insignificant	2: Minor	3: Moderate	4: Major	5: Catastrophic
Reputation	• Event has limited impact on reputation and stakeholder confidence • Limited attention in local news or social media	• Modest impact on reputation and impact on stakeholder confidence fades over time • Short-term (1-2 days) negative attention in local news or social media only	• Moderate impact on reputation and stakeholder confidence • Short-term negative attention in national news or medium-term (3-4 days) negative attention in local news or social media	• Major impact on reputation and stakeholder confidence that is challenging to regain • Long-term (more than 5 days) attention in local and national news or social media	• Serious, sustained, impact on reputation and stakeholder confidence. Viability is at risk. • Long-term, intense negative attention in the local and national news or social media

3 RISK RESPONSE AND ACTION

A Risk Evaluation Matrix is used to calculate the residual risk exposure with a score of 1 – 25, based on the risk likelihood and the risk impact. The risk evaluation matrix is used to determine the top risks for SRPSD. For each identified risk, Admin Council should establish an appropriate "response option" in order to optimize risk management. Four possible response options are identified below.

- **Accept** – SRPSD accepts, manages and monitors the level of risk and takes no action to reduce the risk (e.g. cost of mitigation is great than the benefit).
- **Mitigate** – SRPSD accepts some risk by implementing control processes to manage the risk within established tolerances.
- **Transfer** – SRPSD transfers the risk to a third party (e.g. obtaining insurance).
- **Avoid** – SRPSD feels the risk is unacceptable and will specifically avoid the risk (e.g. cease the activity).

The diagrams below depict the Risk Evaluation Matrix and "response options" to residual risk ratings. SRPSD's Senior Management will consider matrix results in determining key risks and will use other knowledge or "reality checks" prior to finalization.

Risk Rating Matrix Legend

Risk Rating		Risk Treatment Guidelines
1 to 3	Low Risk	Accept and monitor. Manage by routine procedures
4 to 7	Moderate risk	Accept or mitigate. Risk Owner to review specific monitoring procedures at least every 12 months
8 to 14	High Risk	Mitigate or transfer risk. Risk owner to develop and implement appropriate risk mitigation strategies and plans within 12 months
15 to 25	Extreme Risk	Mitigate, transfer or avoid. Immediate risk treatment action is required with collective leadership team involvement. Appropriate risk treatment strategies and mitigation plans should be developed and implemented within six months.

Heat Map was deleted below

The Risk Register

All top enterprise-wide risks identified and assessed will be listed and described in a risk register. With the risk register, SRPSD will also identify the lead person (Risk Owner) accountable for managing that risk as well as key risk mitigation processes or controls that are in place to address the top enterprise-wide risks. This will take the form of a succinct description of what is actually being done to manage the risk, and should only include key controls that comprise actions and processes which are demonstrably managed and clearly relate to the risk in question.

Business Planning Process Integration

SRPSD will ensure that the top enterprise-wide risks, and corresponding action plans, mitigating processes and controls, as documented in the risk registry are formally discussed and considered during the development of SRPSD's strategic, business and operational plans.

4 RISK MONITORING

ERM requires periodic monitoring and updating of SRPSD's risk profile to identify and react to changes in key risks affecting the organization on a timely basis. Such a monitoring process also helps ensure that risks are being analyzed to identify patterns and accumulations of risk, and help ensure that enterprise-wide responses are effectively planned and implemented where necessary.

SRPSD will engage in a high-level review of the risk register once per year ~~(approximately six months after the last annual risk assessment)~~ to identify whether new key risks have emerged or changes in existing key risks or mitigating processes have arisen since the last annual risk assessment.

5 RISK REPORTING

Internal and external ERM reporting minimum requirements are as follows:

Internal Reporting

- **Annual Reporting of Risk Assessment Results**:

  Upon the completion of the annual risk assessment process, as noted in the Roles and Responsibilities portion of the ERM Admin Procedure, the following is reported to the Board of Trustees:
  - Prioritized risk register displaying the top organization-wide risks;
  - The corresponding key risk mitigation processes or controls; and
  - Strategies developed to address key risks that were insufficiently mitigated.

- **Status Reporting**:

At least once per year, SRPSD will engage in high-level reviews of the risk register. The following is reported to the Board:

- That the review has been undertaken;
- Any new risks that have been identified, including ranking the new risk based on the impact a likelihood criteria; and
- Significant changes in existing key risks or mitigations processes.

External Reporting

Any discussions of risk that occur within externally facing reports, such as the Annual Report or Strategic Plan, should be consistent with the annual risk assessment results. That is, the identification of risks for external disclosure purposes should not be a completely separate process from the regular risk management process with different key risks being identified in external.

6 Enterprise Risk Management Terminology

Enterprise Risk Management (ERM) is an integrated enterprise-wide risk process established over time which links the management of strategic objectives to risk in order to improve organization performance. It creates a formal process for managing the myriad of risks an organization faces. ERM is not the same as a risk assessment but, the assessment of risk is an integral part of an ERM process. Specific terminology related to ERM includes:

1. **Enterprise-wide Risks:** For identification purposes, risks may occur in any one of the following categories: financial, facilities, governance, human resources, information technology & support areas, operations, reputation and strategy & vision. Risks rated as high using division tolerance levels will be deemed enterprise-wide risks.
2. **Financial Risk:** The ability for the division to achieve its financial objectives.
3. **Inherent Risk:** The possibility that risks will prevent an organization from achieving its objectives before the consideration of processes and controls are in place to manage or mitigate the risks.
4. **Impact:** Significance of a particular risk to the entity. The significance of a particular risk can range from insignificant to severe/catastrophic. Magnitude of impact is determined with respect to an organization's risk appetite, risk capacity, and organizational objectives.
5. **Legal, Compliance and Reporting Risk:** Compliance with applicable laws, regulations, reporting requirements and Board direction.
6. **Likelihood of Occurrence:** Probability that a particular risk will occur. These probabilities range from rare to almost certain.
7. **Manage:** To control or take charge of a risk in order to avoid or minimize its adverse impact on the division and to maximize its opportunity.
8. **Management Effort:** The use of resources and implementation of processes to support the division achieving its strategic objectives.
9. **Mitigate:** To lessen or minimize the adverse impact of a risk through specific management processes or internal control activities.
10. **Optimize:** To balance potential risks versus potential opportunities within the division's stated willingness or appetite and capacity to accept risk. This may require an organization to increase or decrease the amount of risk relative to the potential opportunity.
11. **Residual Risk:** Risk remaining after considering the effectiveness of management

responses (i.e., processes and controls used to manage or mitigate the risks).

12. **Reputational Risk:** Real or perceived event that has the ability to impact the public confidence in the division.

13. **Risk:** An internal or external event, activity or situation that impacts the ability of the division to achieve its vision, mission, outcomes and goals.

14. **Risk Identification:** The process of identifying and understanding potential risks to the division.

15. **Risk Management:** The process of identifying, evaluating, selecting and implementing an action plan to avoid or mitigate threats and to leverage and maximize, where possible, risk opportunity.

16. **Risk Monitoring:** The process of reviewing and evaluating the effectiveness of the action plan implemented through the risk management process and identifying opportunities to minimize future reoccurrence of similar risk.

17. **Risk Opportunity:** The return which may be realized if risk is assumed but managed in a manner that maximizes its potential benefit.

18. **Risk Appetite:** Level of risk an organization is prepared to accept to achieve its goals and objectives (i.e., the level of tolerance for risk in a company).

19. **Risk Owner:** An individual that has been given the authority to manage a particular risk and is accountable for doing so.

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MEETING DATE: November 22, 2024

Type of Meeting	Agenda Items	Intent
[v] Regular	[ ] Correspondence	[ ] Information
[ ] Closed Session	[ ] New Business	[v] Decision
	[v] Reports from Administrative Staff	[ ] Discussion
	[ ] Other: _____	[v] Consent Item
Primary Policy Reference:	8.8	

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

BACKGROUND

RE: ADOPTION OF THE MINUTES OF THE REGULAR MEETING

- October 21, 2024 Regular Meeting Minutes

RECOMMENDATION

That the minutes of the Regular meeting of October 21, 2024 be approved as presented.

Saskatchewan Rivers Public School Division
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NO. #2024R-9 (MONDAY, OCTOBER 21, 2024)

MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO119 FOR THE BOARD OF EDUCATION HELD ON MONDAY, OCTOBER 21, 2024, AT 2:00 P.M. IN THE BOARD ROOM, EDUCATION CENTRE, 545 11TH STREET EAST, PRINCE ALBERT, SK

PRESENT:

A. Nunn, Acting Board Chair, called the meeting to order.

G. Gustafson provided his 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-65**
> *Moved by A. Lindberg that the meeting move into Closed Session with Board and Administration present.*
> *Carried.*

Regular meeting resumed.

OTHERS:
M. Oleksyn, Prince Albert Daily Herald
C. Frenette / T. Henderson, Student Board Representatives
Vincent Massey Public School Leadership Team
K. Schwartzenberger, Consultant

ADOPTION OF THE AGENDA:

> **#24R-66**
> *Moved by C. Bloom that the agenda be approved as revised.*
> *Carried.*

CONSENT ITEMS:

> **#24R-67**
> *Moved by G. Gustafson that the following consent items be approved:*
> *(a) That the minutes of the Regular meeting of September 16, 2024 be approved as revised.*
> *(b) Revised 2024-2025 Board Annual Work Plan.*
> *Carried.*

ACCOUNTABILITY REPORTS

(a)   <u>Learning Improvement Plans (LIP) Accountability Report</u>

J. Hingley provided the Accountability Report on Learning Improvement Plans for information. Vincent Massey Public School Principal H. Tomporowski along with the school's Leadership Team shared their school story on their school improvement plan and student achievement.

#24R-68
Moved by A. Lindberg that the Board approve the Learning Improvement Plan Accountability Report as presented.
Carried.

(b)   <u>Student Achievement Accountability Report</u>
#24-69
Moved by M. Vickers that the Board approve the Student Achievement Accountability Report as presented.
Carried.

NEW BUSINESS:

(a)   <u>Motions from the Closed Session of October 21, 2024:</u>
#24R-70
Moved by A. Nunn that the following motions be brought forward:
1. *That the leave of absence for Darlene Rowden from all duties, responsibilities and access to any and all benefits of a trustee be approved.*
Carried.
2. *That the Board authorize the expenditure of up to $600,000 beyond the approved budget to support the hiring of additional staff required to support the unexpected increase in student enrolment.*
Carried.

(b)   <u>SRSC Report</u>
The Board welcomed C. Frenette and T. Henderson, Student Board Representatives from the Saskatchewan Rivers Student for Change Committee to the meeting. The students provided a verbal report on the SRSC committee latest committee meeting.

(c)   <u>Revised SRPSD Legacy Document</u>
#24R-71
Moved by G. Gustafson that the revised SRPSD Legacy Document be received as information.
Carried.

(d)   <u>Board Meeting Norms</u>
#24R-72
Moved by J. Smith-Windsor that the Board of Education co-construct meeting norms as part of its orientation and undertake a renewal of Code of Conduct as part of its annual policy review for 2024-2025.
Carried.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) <u>**Revised 2024-2-4 Board Meeting Schedule**</u>
#24R-73
Moved by B. Yeaman that the revised 2024-2025 Board meeting schedule be approved.
Carried.

(a) <u>**Budget, Priorities, Guidelines and Timelines**</u>
The Board will approve annually the budget to ensure resources are allocated to achieve desired results. The current principles, guidelines and timelines were provided for information.

(a) <u>**Director's Update**</u>
- <u>Enrolment</u>
The division is over projection by 144 students that anticipated – 8844 students.
- <u>Technology</u>
Over the summer and into the fall, Sasktel upgraded all 50M/75M connections to 100M. This bandwidth increase will increase internet speeds in numerous rural schools.
- <u>City of Prince Albert Police Service Update</u>
The City Police Service Chief shared details about its strategic plan and a statistical update.
- <u>Staff Safety</u>
A graph from the first eight months of this year on the division's WCB claims was provided for information.
- <u>Upcoming Division Student Events</u>
  - SRPSD Annual School Art Show will be held on November 6, 2024.
  - Grand re-opening of Max Clunie Football Field and Harry Jerome Track held on October 10, 2024.
  - SRPSD collaborates with P.A. French Canadian Society (SCFPA) to enhance French Language opportunities for our French Immersion students.

KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING:
- Appreciation to the Board of Education for its accomplishments.
- VM Public School Leadership Team and Student Learning.
- Increased Enrolment.
- SRSC Student Board Representatives.

BOARD MEMBERS' FORUM:
Trustees were given an opportunity to share information on items of mutual interest.

ADJOURNMENT:
#24R-74
Moved by M. Vickers/G. Gustafson that the meeting adjourn. (4:57 *p.m.*)
Carried.

SIGNATURES:

_____   _____
Board Chair   Administrative Services Officer

_____
Date of Approval

Saskatchewan Rivers
Public School Division
Excellence for Every Learner

SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION

MEETING DATE: **November 22, 2024**

Type of Meeting	Agenda Items	Intent
[√] Regular	[ ] Correspondence	[ ] Information
[ ] Closed Session	[ ] New Business	[√] Decision
[ ] Committee of the Whole	[√] Reports from Administrative Staff	[ ] Discussion
	[ ] Other: _____	[√] Consent Item
Primary Policy Reference:	2	

FROM: N Finch, Director of Education	ATTACHMENTS [√]

BACKGROUND

RE: REVISED 2024-2025 BOARD ANNUAL WORK PLAN

The attached 2024-2025 Board Annual Work Plan which is part of the Policy 2 is presented for approval. Note – the change has been ==highlighted== and the deletion ~~crossed out~~.

RECOMMENDATION

That the 2024-2025 Board Annual Work Plan be approved as revised.

BOARD ANNUAL WORK PLAN – 2024-2025

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

AUGUST/SEPTEMBER
Regular Board Meeting Agenda Items
- Review nomination of a program for the Premier's Award for Innovation
- Draft Resolutions for Submission to the SSBA Convention
- Review Auditor's Plan
- Review Human Resources Accountability Report

Events/Action
- Saskatchewan Rivers Students for Change group meeting
- Elders Council / Summer Pipe Ceremony

Budget Considerations

OCTOBER
Regular Board Meeting Agenda Items
- Approve Resolutions (if any) for Saskatchewan School Boards Association Annual Convention
- Review Legal Update of any outstanding cases
- Review Draft Annual Report and Provide Direction, if any
- Review Student Learning Accountability Report
- Review School Goal Achievement Accountability Report

Events/Action
- SCC Orientation Session
- SCC Regional Meeting (optional)

Budget Considerations
- Review budget development timelines, principles and guidelines

NOVEMBER
Regular Board Meeting Agenda Items
- Hold Organizational Meeting – Elections, Appointments and Establish Committees
- Appoint Voting Delegates and Allocate Votes for the SSBA Convention
- Approve Annual Report for Submission to Ministry of Education
- Approve the Audited Financial Statements
- Review Audit Report and Management Letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Consider trustees' interest in Board Committees (Policy 10) (only in year 1, 2 and 3)

Events/Action

~~Budget Considerations~~
- ~~Review operations and priorities for next fiscal year~~

DECEMBER
Regular Board Meeting Agenda Items
- Annual Report (if not in November)
- Review Inclusive Education Accountability Report

Events/Action
- SSBA Fall General Assembly
- Public Section General Meeting
- Elders Council / Fall Pipe Ceremony

JANUARY
Regular Board Meeting Agenda Items
- Review Parameters and Approval of the School Year Calendar
- Review Initial Projected Enrollment for Next Year
- Review of Board policy
- Review Quarterly Statement of Financial Position and Operations
- Finalize Board and Director Evaluation Date and Plans
- Review Capital Project Priorities
- Review Selected Program Initiatives (Global Sports Academy, Cree Language Program, Michif Language Program, Land-Based Learning and Experiential Play-Based Learning Model and Invitational Shared Services Initiatives)
- Approve Board Development Plan
- Approve Board Advocacy Plan

Events/Action
- P.A.A.T.A. Executive Linkage Meeting
- School Tours
- MLAs Meeting
- First Nations Representatives Gathering
- RMs Gathering

Budget Considerations
- Review Potential Budget Additions or Deletions for Next Budget Year

FEBRUARY
Regular Board Meeting Agenda Items
- ~~Review Capital Project Priorities~~
- Review Semi-annual Transportation Report

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

Budget Considerations
- Review budget development progress

MARCH
Regular Board Meeting Agenda Items
- Review Quarterly Statement of Financial Position and Operations
- Enterprise Risk Management Summary Report
- ~~Review agenda items for the City/School Board Liaison Committee~~
- ~~Complete the Board Competency Matrix~~

Events/Action
- P.A. Separate School Division Joint Board meeting
- ~~Saskatchewan Rivers Students for Change group meeting~~

Budget Considerations
- Review Budget Development Progress

APRIL
Regular Board Meeting Agenda
- Review Maintenance Accountability Report
- Review Legal Update of any outstanding cases
- ~~Review of Board policy~~

Events/Actions
- SSBA Spring General Assembly
- Public Section Meeting
- SCC Regional Meeting (optional)
- School tours

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
- Review Community Engagement Accountability Report
- Review Progress of Board Advocacy Plan
- Review Progress of Board Development Plan
- Budget Approval, if finalized
- Approve Board Calendar Schedule for the Next Year
- Approve Board Annual Work Plan

Events/Action
- Board/Director Evaluation
- Elders Council / Spring Pipe Ceremony
- Attend achievement nights and graduation ceremonies
- Saskatchewan Rivers Students for Change group meeting

Budget Considerations
- Review ~~Preliminary~~ Budget Development Progress

JUNE
Regular Board Meeting Agenda Items
- Final Budget Approval, unless previously approved
- Review Quarterly Statement of Financial Position and Operations
- Review Semi-annual Transportation Report
- Review TRC – Call to Action Priority Progress

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

JULY
Events/Action
- Canadian School Boards Association (CSBA) Congress

ONGOING

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

Revised: annually

SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION

MEETING DATE: November 22, 2024

Type of Meeting	Agenda Items	Intent
[√] Regular	[ ] Correspondence	[√] Information
[ ] Closed Session	[√] New Business	[ ] Decision
[ ] Committee of the Whole	[ ] Reports from Administrative Staff	[ ] Discussion
	[ ] Other: _____	[ ] Consent Item

Primary Policy Reference: <u>8</u>

FROM: **Board Chair**   ATTACHMENTS   [√]

BACKGROUND

RE: **SRPSD TRUSTEE SCHEDULE FOR LAND ACKNOWLEDGEMENT AT BOARD MEETINGS**

In maintaining the individualized land acknowledgement of trustees at Regular meetings, the order continued as the 2023-2024 schedule until after the school board elections in November 2024. The attached 2024-2025 schedule of meeting dates for SRPSD trustees to provide their land acknowledgement is attached. Note – all trustees will not have an opportunity to provide a land acknowledgement in the current school year, D. Sander will provide his land acknowledgement at the first meeting in the 2025-2026 school year.

If an individual trustee is unable to do the land acknowledgement at their scheduled meeting, the responsibility to find a trustee replacement is up to that trustee.

RECOMMENDATION

For Board information.

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Schedule for Land Acknowledgement – Trustees
2024-25

Date	Trustee
• Monday, August 26, 2024	Darlene Rowden
• Monday, September 16, 2024	Alan Nunn
• Monday, October 21, 2024	Grant Gustafson
• Friday, November 22, 2024	Bill Gerow
• Monday, December 9, 2024	Cher Bloom
• Monday, January 13, 2025	Barry Hollick
• Monday, February 10, 2025	Arne Lindberg
• Monday, March 24, 2025	Bill Yeaman
• Monday, April 14, 2025	Jill Brown
• Monday, May 12, 2025	Neru Franc
• Monday, June 16, 2025	Mira Lewis

SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION

MEETING DATE: November 22, 2024

Type of Meeting	Agenda Items	Intent
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[ ] Planning	[√] Reports from Administrative Staff	[ ] Discussion
	[ ] Other: _____	[ ] Consent Item

Primary Policy Reference: <u>8</u>

FROM: Board Chair   **ATTACHMENTS**   [√]

BACKGROUND

**RE: 2024 SASKATCHEWAN SCHOOL BOARDS ASSOCIATION (SSBA) ANNUAL GENERAL MEETING –
BALLOT INFORMATION**

Attached is the information that has been received regarding ballot information for the 2024 SSBA
Annual General Meeting. The SSBA will be using Election Buddy for voting and encourage boards to limit
their number of accredited delegations for voting to facilitate effective electronic voting. The SSBA is
asking that boards of education complete and return information by November 25, 2024. As in previous
years, SRPSD has designated its voting delegate to the Board Chair, with the Vice-Chair as an alternate.

Depending on the decision, the Board may need to waive the portion of Policy 8: Board Operations that
relates to the distribution of ballots/voting delegates at the Annual General Meeting – see below:

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

RECOMMENDATION

---

1.   That the Board waive Policy 8, 15.2 regarding SSBA ballot voting delegates.

*2.   That the Board Chair be Saskatchewan Rivers' designated voting delegate and that the
Vice-Chair be the alternate voting delegate for the 2024 SSBA Annual General Meeting.*

SASKATCHEWAN
School Boards
ASSOCIATION

400 - 2222 13th Avenue, Regina, SK S4P 3M7
Tel: 306-569-0750 | Fax: 306-352-9633
Email: admin@saskschoolboards.ca
www.saskschoolboards.ca

MEMORANDUM

October 3, 2024

TO: Chief Financial Officers for Boards of Education

CC: Board Chairs

FROM: Krista Lenius, Administrative Paralegal

RE: **2024 Annual General Meeting**
             Ballot Information Forms

Please find attached a Ballot Information form that we ask you to complete and return to this office by November 25, 2024. We will be using Election Buddy for voting. To facilitate effective electronic voting, boards are encouraged to LIMIT their number of accredited delegates for voting. Some important considerations:

- Your accredited delegate(s) cast ballots for bylaw amendments, resolutions, and elections as part of the AGM.
- Each voting delegate will need to attend the AGM in-person and bring a fully charged device to connect to Election Buddy for voting (e.g., mobile phone, tablet, or laptop).
- It is the responsibility of each board to provide the SSBA with accurate email/phone information for their accredited delegate(s). Changing/re-assigning voters while the AGM is underway will not be permitted.
- It is expected that your accredited delegate(s) be familiar with electronic voting. The SSBA will offer training prior to the AGM. (More details on the training to follow.)

Please provide an email address and/or mobile phone number **connected to a device your accredited delegate(s) will have access to at the Fall Assembly,** for which to receive the link with log-in information to participate in the voting. This information will enable us to prepare the electronic voting information for your board for the purposes of voting on bylaw amendments, resolutions, and elections at the annual general meeting to be held on December 2 and 3, 2024.

A copy of Bylaw No. 9, which provides for allocation of votes, is also attached for your information.

NOTE: If a board member who is listed as a "voting" delegate for your board is unable to attend the general meeting, your board chair or other person authorized by your board can have that board member's ballots allocated to another board member. To do this, please contact Krista Lenius at klenius@saskschoolboards.ca to make a change. It is important to do this prior to 9:30 a.m. on December 2, 2024, so that the AGM is not interrupted after it has begun.

Thank you for your assistance.

<div align="center">

BALLOT INFORMATION
<u>2024 Annual General Meeting Voting Delegates</u>

</div>

FOR: Board of Education of <u>Saskatchewan Rivers School Division No. 119</u>

Pursuant to Bylaw No. 9, section 4:
The number of votes to which your Board is entitled <u> 30 </u>
(Based on your September 30, 2023 student count of <u>8,254</u>   .)

The board of education has determined that its votes will be cast by the following board members in the following numbers:

<u>Board members - Voting Delegates</u>	**<u># of Votes</u>**

1.   _____   _____

    (Board member – voting delegate

    _____

    (email address/mobile phone number for Board member – voting delegate)

2.   _____   _____

    (Board member – voting delegate

    _____

    (email address/mobile phone number for Board member – voting delegate)

3.   _____   _____

    (Board member – voting delegate

    _____

    (email address/mobile phone number for Board member – voting delegate)

<div align="right">

_____
Signature of School Business Official

</div>

<div align="center">

PLEASE RETURN THIS FORM, TO THE ATTENTION OF
KRISTA LENIUS, TO THE SASKATCHEWAN SCHOOL BOARDS ASSOCIATION BY
EMAIL TO <u>klenius@saskschoolboards.ca</u>

</div>

Thank you

For your information:

Ballot Voting

Association Bylaw No. 9 provides:

Bylaw No. 9: Delegates and Voting

1. Board of education members who register and pay the registration fee are delegates at the general meetings of the Association.

2. Every board of education shall inform the Association as to which of its delegates it has authorized to be accredited delegates to cast the votes of the board of education on questions for which a formal ballot is used, and the number of votes each accredited delegate is authorized to cast.

3. Formal ballots shall be used for:

   (a)   election of members to the Executive;
   (b)   adoption of the Association budget;
   (c)   votes on bylaw amendments and resolutions; and
   (d)   approval to the Executive to petition the Legislative Assembly for changes to the Act incorporating the Association.

4. The number of votes to which each board of education is entitled when a formal ballot is used shall be determined in accordance with the following table using the student count of the board of education as of September 30 for the most recent year as provide by the Ministry of Education:

Student Count	Number of Votes
1 to 2000 students	6
2001 to 3000 students	9
3001 to 4000 students	12
4001 to 5000 students	15
5001 to 6000 students	18
6001 to 7000 students	21
7001 to 8000 students	24
8001 to 10,000 students	30
10,001 to 15,000 students	45
15,001 students and over	51

5. Only accredited delegates in attendance at the time a vote is taken shall be entitled to vote.

6. Absentee voting shall not be allowed.

7. At in-person assemblies, voting at general assemblies shall be by ballot except voting shall be by show of hands on motions with respect to procedural matters unless, at the discretion of the Chair, a vote by show of hands is inconclusive. On matters where voting is by show of hands, each delegate in attendance at the time the vote is taken shall be entitled to vote, and shall have one vote.

7.1 At virtual or hybrid assemblies, voting at general assemblies shall be by ballot except voting may be by show of hands and/or by electronic means such as polling on motions with respect to procedural matters unless, at the discretion of the Chair, this vote is inconclusive. Only delegates in attendance at the time a vote is taken shall be entitled to vote, and shall have one vote.

8. Delegates who are not accredited delegates may participate in General Assembly and general meeting discussions and debate.

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SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION

MEETING DATE: November 22, 2024

Type of Meeting	Agenda Items	Intent
[√] Regular	[ ] Correspondence	[√] Information
[ ] Closed Session	[ ] New Business	[ ] Decision
[ ] Planning	[ ] Reports from Administrative Staff	[ ] Discussion
	[√] Other: _Board_____	[ ] Consent Item

Primary Policy Reference: _8_

FROM: Board Chair .

ATTACHMENTS   [√]

BACKGROUND

RE: **PROFESSIONAL DEVELOPMENT OPPORTUNTIES FOR TRUSTEES**

• **The Role of Director and Senior Staff in Working with an Elected Public Sector Board**
  This event is facilitated by the Saskatchewan League of Educational Administrators, Directors and Superintendents (LEADS) and will take place on Wednesday, January 8, 2025 in Regina. The agenda has not been finalized yet.

• **SSBA 2025 School for New Trustees – January 30 and 31, 2025**
  This professional development opportunity is open to all trustees and directors. The event will take place in Saskatoon starting Thursday, January 30 at 1:00 p.m.   The agenda is attached for information.

If you would like to participate in either of these two events, please let J. Ward know by Monday, December 9, 2024.

RECOMMENDATION

For Board information.

2025 SCHOOL FOR NEW TRUSTEES

Sheraton Cavalier – Saskatoon

SASKATCHEWAN School Boards ASSOCIATION

THURSDAY, JANUARY 30

12:30 p.m.	Registration Desk Opens (Foyer)
1:00 p.m.	Welcome and SSBA President's Address (Center)
1:15 p.m.	Rules of Order and the Common Sense Factor Eli Mina (Center)
2:45 p.m.	Break
3:00 p.m.	Surviving Contentious Meetings Eli Mina (Center)
4:30 p.m.	Meeting Adjourn until Evening
6:00 p.m.	Registration Desk re-opens (Foyer)
6:00 p.m.	Cash bar
6:30 p.m.	Entertainment – Phil and Dallas Boyer
7:00 p.m.	Supper Buffet (Foyer)
8:00 p.m.	Advice for New Board Members: Reflections from Former Trustees and a Retired Director of Education
9:00 p.m.	Adjourn

FRIDAY, JANUARY 31

8:00 a.m.	Breakfast Buffet (Foyer)
8:45 a.m.	Education Partner Panel
9:30 a.m.	**Choice of Session:** • SSBA Legal Services: Overview, Privacy and Code of Conduct (East) • Communications and Advocacy (West) • Cyber Risk and Governance (South) • Indigenous Education – Indigenous Education Responsibility Framework (Canadian)
10:30 a.m.	Break
10:45 a.m.	**Choice of Session:** • Introduction to the Collective Bargaining Process (East) • Overview of the SSBA General Insurance Plan and Employee Benefits Plan (West) • What Board Members need to know about Financial Governance (South) • SSBA Governance Handbook Overview (Canadian)
12:00 p.m.	Luncheon Buffet (Foyer)
1:00 p.m.	Achieving Informed Decisions Eli Mina (Center)
2:30 p.m.	School for New Trustees Concludes / Refreshments to go

Meeting Rules & Responsible Governance Segment Descriptions:
Led by Eli Mina – Board Effective Consultant & Registered Parliamentarian

Rules of Order and the Common Sense Factor - Common sense tools and ideas to earn the trust, respect and confidence of your stakeholders. You will also learn how to avoid the unintended damage that can be inflicted by common but destructive habits.

Surviving Contentious Meetings - In this segment Eli Mina will share the OFEEDS acronym and the 6 imbedded core principles (Order, Focus, Efficiency, Equality, Decorum, and a Safe Meeting Environment) to help your Board deal calmly and confidently with moderately or extremely contentious issues.

Achieving Informed Decisions - Tools and ideas on promoting learning around the Boardroom table. Such measures should enable your Board to make judicious and thoughtful decisions, and to earn the trust and respect of your Community and the Management Team.

Session Descriptions:

January 31 - 9:30 am – 10:30 am

1. **SSBA Legal Services: Overview, Privacy, and Code of Conduct** - This session will provide an overview of SSBA Legal Services, help board members understand privacy legislation and what it means for boards and board members, explain fiduciary duty, and discuss ethical conduct. (Jolene Horejda/Monica Couture/Ted Amendt)

2. **Communications and Advocacy** - This session introduces school board communications and advocacy from the collective provincial perspective to the local community level. (Jill Welke/Joe Couture)

3. **Cyber Risk and Governance** - This session will review the report developed by the 2023 Cyber Risk Working Advisory Group, focusing on governance and risk management of cyber vulnerabilities commonly faced by school divisions. (Jeff McNaughton)

4. **Indigenous Education – Indigenous Education Responsibility Framework Implementation** - This session will also provide an overview of Indigenous education in the provincial system and how the Indigenous Education Responsibility Framework can help boards monitor Indigenous education within their school division. (Felice McKay)

January 31 - 10:45 am – 12:00 pm

1. **Introduction to the Collective Bargaining Process** - This session will provide an awareness of the collective bargaining process, insight into bi-level bargaining in Saskatchewan's education sector, and outline the board's role. (Linnea Olson)

2. **Overview of the SSBA General Insurance Plan and Employee Benefits Plan** - This session will provide a general overview of why and how the SSBA provides these services to school divisions, including the value for money proposition that is achieved. (Jeff McNaughton)

3. **What Board Members need to know about Financial Governance** - This session explains the difference between financial governance and financial management. Attendees will learn more about the role and responsibilities of board members for overseeing the budget process, financial performance, and fiscal reporting including the annual audit. (Catherine Vu)

4. **SSBA Governance Handbook Overview** - This session will set the context for corporate governance and provide an overview of the SSBA Governance Handbook. (Ted Amendt)

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SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION

MEETING DATE: November 22, 2024

Type of Meeting	Agenda Items	Intent
[√] Regular	[ ] Correspondence	[ ] Information
[ ] Closed Session	[ ] New Business	[√] Decision
[ ] Committee of the Whole	[√] Reports from Administrative Staff	[ ] Discussion
	[ ] Other: _____	[ ] Consent Item

Primary Policy Reference: 2.8.2

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

BACKGROUND

RE: 2023-2024 PREVENTATIVE MAINTENANCE AND RENEWAL AMENDMENT

The Preventative Maintenance and Renewal Amendment form that outlines changes to the current year's plan is attached.

RECOMMENDATION

That the 2023-2024 Preventative Maintenance and Renewal Amendment be approved as presented.

Government
—— of ——
Saskatchewan

School Division Sask Rivers SD 119

Project Number	Funding Request Number (FR#)	Facility Name	Summary (Project Description)	Start Date	Cost
1598.001	FR013315	Spruce Home School	structural repairs to block lintel over stage	August1,2024	$49,000.00
1574.001	FR012944	All SRSD Facilities	inspections and conditional roof assessments	July1,2024	$170,000.00
1600.001	FR013316	All SRSD playgrounds	3rd party inspections of playground equipment	June 15,2024	$15,000.00
1564.001	FR012850	Wesmor HS	replacement of north air handling unit	July2,2024	$55,000.00
1562.001	FR012817	Riverside School	complete restoration of gymnasium floor	August 5,2024	$60,000.00
1565.001	FR012894	Carlton HS	replace main entrance doors and frames	July10,2024	$60,000.00
1566.001	FR012895	Carlton HS	replace northwest entry doors and frames	July10,2024	$70,000.00
1563.001	FR012818	Carlton HS	replacement of wheelchair lift	June 1,2024	$53,000.00
1549.001	FR012618	Carlton HS	new railing on wheelchair ramp	Nov. 5 2023	$23,000.00
1572.001	FR013002	WJ Berezowsky School	Removal of poplar forest saftey concerns	June 10,2024	$127,000.00

Saskatchewan Rivers
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SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION

MEETING DATE: November 22, 2024

Type of Meeting	Agenda Items	Intent
[√] Regular	[ ] Correspondence	[√] Information
[ ] Closed Session	[ ] New Business	[ ] Decision
	[√] Reports from Administrative Staff	[√] Discussion
	[ ] Other: _____	[ ] Consent Item
Primary Policy Reference:	<u>8.4 & 13</u>	

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

BACKGROUND

RE: DIRECTOR UPDATE

1. **Provincial Auditor - Student Cumulative Files**

   The Provincial Auditor's office reached out to the division for a cumulative records audit. A virtual meeting was held on November 12, 2024 to review the cumulative records. They were looking to see if certain documents are on file for the students selected and documentation of recent transfers of the file. While they want to see if certain documents exist, they do not need to see the students' specific information. (e.g. They may want to see that the student has a safety plan on file, but they will not need to see what that plan entails).

2. **Education Minister**
   Jeremy Cockrill and Everett Hindley switched portfolios, with Hindley taking over the education and Cockrill assuming the health portfolio.   The Board Chair will reach out to Minister Everett Hindley on behalf of the Board as well as the new MLAs in the area. This will be shared in the correspondence folder.

3. **Partnership**
   University of Saskatchewan and SUNTEP - USASK partners came to tour both John Diefenbaker and King George Public Schools in the afternoon of November 14th.   The tour focused on the Cree Pre-K/Kindergarten classroom at JD and the Early Years Play Based Learning (EPBL) room at King George. Conversations were had regarding how they are working towards the development of culture, language and identity in their schools.

Dawn Wallin, Associate Vice-President Research (Engagement) joined with the SUNTEP leadership team to share with her colleagues about the excellent things we are doing to support Indigenous students and pre-service teachers. Here is some background information about the guests:

USASK's Director for the School for the Arts, Dr. Andrew Denton has an interest in design pedagogies from his work in New Zealand. He is an accomplished artist who engages with themes of climate change and environmental devastation. One of Andrew's colleagues, Dr. Andrew Gibbons from Auckland University of Technology, is a professor whose research spans early childhood education, teacher education, digital pedagogies and philosophy of education. He has a particular interest in early childhood, and we wanted an opportunity to learn from someone with a different perspective but to also have him learn about the great things we are all doing to regarding culture, language and identity.

RECOMMENDATION

For Board information and discussion as warranted.